DOCUMENT RESUME

ED 123 958 HE 007 487

TITLE	Handbook for Faculty: The University of North Carolina at Greensboro.
INSTITUTION	North Carolina Univ., Greensboro.
PUB DATE	Sep 71
NOTE	71p.
EDRS PRICE	MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS	Administrative Organization; *Administrative Policy; *College Faculty; Governance; *Higher Education; *Personnel Policy; *State Universities
IDENTIFIERS	*Faculty Handbooks; University of North Carolina Greensboro

ABSTRACT

Personnel information in this faculty handbook includes full statements from the University Code regarding academic freedom, tenure, and suspension and discharge. Also included are an organizational chart for the university and The Instrument of Government of the Faculty Council with revisions through 1971. (JT)

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Handbook for Faculty

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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HE 007 487

The University of North Carolina
at Greensboro

Handbook for Faculty

The University of North Carolina
at Greensboro

PUBLISHED BY THE UNIVERSITY AT GREENSBORO, NORTH CAROLINA
SEPTEMBER 1971

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

IS

AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

FOREWORD

The quality of a university is determined largely by the strength of its faculty. It is they who translate the mission of the University into the specific activities of teaching, research, and public service. It is they who are most directly in communication with students, interpreting the intellectual life to them and stimulating creativity among them.

This *Handbook* is an effort to facilitate the work of the faculty at this University. We have sought to assemble here, in concise form, a summary of information concerning organizational structure, policies, procedures, and services that we hope will prove useful to all members of the faculty.

We hope the faculty individually and collectively will find here a climate that will call forth their finest achievements.

James S. Ferguson
Chancellor

INTRODUCTION

In the 1971 edition of the *Handbook for Faculty*, two objectives have been kept in mind: to make the handbook as concise as possible without having it lose its effectiveness, and to structure it so that frequent revisions will be easy and practical. We hope these objectives will compensate for whatever has been lost in beauty and comprehensiveness from the previous editions prepared by Annie Beam Funderburk, Josephine Hege, and Vera Largent.

Many of the ideas for the 1971 edition are the result of the thoughtful work of the Handbook Advisory Committee. For their help on this edition I thank Kay P. Edwards (School of Home Economics), L. Dean Fadely (Department of Drama and Speech), Kelley Griffith (Department of English), Rebecca Holland (School of Nursing) and Robert Newton (Department of German and Russian).

A final word of thanks must be said to Jean Overton and Linda Hudson, graduate students in the School of Business and Economics, whose assistance has added greatly to the pleasure of editing the third edition.

Tommie Lou Smith, *Editor*

Greensboro, North Carolina
September 1, 1971

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PART 1

ORGANIZATION AND ADMINISTRATION

THE CONSOLIDATED UNIVERSITY

In 1931 the North Carolina General Assembly enacted legislation to consolidate and merge the University of North Carolina in Chapel Hill, the North Carolina College of Agriculture and Engineering in Raleigh, and the North Carolina College for Women in Greensboro into one institution to be known as the University of North Carolina.

The laws were amended in 1963 to define the purpose and function of the University as differentiated from other state institutions of higher education and to prescribe a procedure for the establishment of additional campuses of the University in other areas of the State. At the same time the Board of Trustees authorized the admission of both men and women at all levels of instruction on all University campuses and broader curricular offerings at Greensboro and Raleigh. Three additional campuses, Charlotte, Asheville, and Wilmington, have been added to the University since 1963.

The President is the chief administrative officer of the consolidated University. The offices of the President and his administrative staff are located in Chapel Hill.

Each of the six component institutions has its own faculty and its own student body with the chief administrative officer at each having the title of Chancellor.

The University Advisory Council, composed of the Chancellor from each institution and his nine-member elected advisory committee or its equivalent, was organized in 1968. Representatives of a particular campus are linked closely with the structure of faculty government on that campus and with intracampus administrative-faculty relationships. The University Advisory Council is advisory to the President and also serves as a forum of informational exchange among the separate institutions. It is concerned solely with matters of all-University import.

The President's Consultative Committee consists of seven trustees, the six student body presidents of the six campuses and six members of the executive committee of the University Advisory Council. This committee discusses various critical issues and advises the President on these matters.

THE BOARD OF TRUSTEES

The unification and the coordination of general educational policies and programs of the consolidated University are accomplished through the Board of Trustees by the President and other administrative officers. One hundred members are elected by the General Assembly of North Carolina for eight-year terms with twenty-five members being elected in every biennial session of the Legislature. The Superintendent of Public Instruction serves as a member during his term of office. The Governor of the State is, *ex officio*, Chairman of the Board of Trustees of the University and at the expiration of his term as governor becomes an honorary member for life.

The Board of Trustees is organized into a number of committees including an Executive Committee of fifteen members which is empowered to act for the full Board of Trustees except in certain specified areas. There are standing committees of the Boards of Trustees for general University matters such as finances, real property, buildings, and honorary degrees. The Visiting Committee visits each campus each calendar year to study the needs and consider any problems pertaining to the welfare of the institutions.

THE STATE BOARD OF HIGHER EDUCATION

The State Board of Higher Education was created by the 1955 General Assembly. Its chief executive officer is known as the Director of Higher Education.

The consolidated University and all other state-supported institutions of higher education work with the Board of Higher Education in carrying out its statutory mandate "to plan and promote the development of a sound, vigorous, progressive, and coordinated system of higher education in the State of North Carolina."

The Board is expressly empowered to plan and coordinate the activities of state-supported institutions of higher education in accordance with established purposes, charter provisions, and existing functions and activities, and to allot additional functions and activities. The Board is also empowered to review the biennial budget requests of all public senior institutions and to advise concerning requests which are inconsistent with the purposes and allotted functions and activities of the institutions.

The State Board of Higher Education is composed of 22 members, nine of whom (including one member of the State Board of Education) are appointed by the Governor subject to confirmation by the Senate and House of Representatives for terms of six years and six of whom are trustees of tax-supported senior institutions, serving for terms of two years. Two of the six trustees are selected by the Board of Trustees of the Univer-

sity of North Carolina from its membership, and four are selected by the Boards of Trustees of four of the other senior institutions (the Governor specifies the institutions to be represented in rotation). Seven members are *ex officio*. These are the Governor, who serves as a member and as chairman of the Board, and the chairmen of the Senate and the House Committees on Appropriations, Finance, and Higher Education.

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

ADMINISTRATIVE ORGANIZATION

The Chancellor of the University, appointed by the Board of Trustees on the recommendation of the President, administers the institution and exercises complete executive authority, subject to the direction and control of the President. The Chancellor is a member of all faculties and other academic bodies. [*University Code*, Section 3-3]

Assisting the Chancellor in the administration of the University are vice chancellors, deans, and directors. The administrative organization of the University is shown in Chart I found on the center pages of this handbook.

FACULTY IN UNIVERSITY GOVERNMENT

The Faculty Council is the legislative body of the general faculty. The *Instrument of Government* of the Faculty Council appears in the Appendix of this handbook.

Standing Committees of the Faculty, most of which are composed of faculty members, administrators, and students, are elected by the Faculty Council or appointed by the Chancellor with the advice of the Committee on Committees and the Student Government Association. The chairmen of all committees submit written reports to the Chancellor annually and copies of these reports are made available to the faculty.

The elected committees of the faculty are the *Academic Policies Committee*, the *Curriculum Committee*, and the *Committee on Due Process*. The functions and bylaws of these committees are stated in the *Instrument of Government*.

Appointed standing committees are the following:

Academic Appeals Committee gives advice, counsel, and clarification to the Dean of Academic Advising concerning undergraduate academic regulations and degree requirements and considers requests for the waiver of academic regulations.

Academic Progress of Students Committee develops recommendations for Faculty Council action on the academic requirements for undergraduate students to continue in college.

Admission Policies Committee was established by Trustee action to advise the Director of Admissions on specific cases which present problems on which the Director requires such assistance.

Aycock Auditorium Committee develops principles upon which to base scheduling of the auditorium and to make certain that there is equitable distribution of use.

Buildings and Grounds Committee advises the administration on both long-range and immediate planning and development of the campus.

Calendar and Scheduling Committee determines the calendar for each academic year and summer session, advises the Registrar on the preparation of examination schedules, and establishes class scheduling policies.

Campus Security Committee assembles information concerning security conditions and problems on campus and makes recommendations to the administration regarding security policies and needs.

Campus Stores Committee, established by Board of Trustee action, is advisory to the administration concerning the management of the Bookstore, the University Restaurant and Soda Shop, the Robot Room, and all vending machine operations.

Catalog and Recruitment Publications Committee advises the Registrar and other administrators concerning University publications.

Commencement Committee recommends to the Chancellor plans for the annual commencement exercises and sees that the adopted plans are executed.

Committee on Committees advises the Chancellor concerning appointments of faculty members to the standing committees of the University.

Computer Science Committee is advisory to the Chancellor regarding the use of computers in instruction and research—facilities, configurations, and coordination.

Continuing Education for Women Committee recommends goals and objectives for the Continuing Education Guidance Center, the policies it should follow, and means for disseminating information about its program.

Elections Committee determines the eligibility of all candidates for elected faculty offices, prepares petition forms and ballots, provides the faculty prior to an election with pertinent information, and superintends the mechanics of the election.

Harriet Elliott Lectures in Social Sciences Committee plans and administers the Harriet Elliott lectures.

Faculty Government Committee keeps the *Instrument of Government* continuously under review and proposes amendments to it to the Faculty Council.

Faculty Scholarship Committee recommends to the Chancellor a recipient of the Faculty Scholarship and solicits funds from the faculty for the scholarship.

Faculty Welfare Committee is concerned with all matters which may pertain to the welfare of members of the faculty.

The Fulbright Student Applicants Committee evaluates student applications for U. S. Government (Fulbright) Grants and other foreign study grants administered by the Institute of International Education.

Gardner Award Committee receives nominations of persons for the O. Max Gardner Award and forwards the materials concerning these persons through the Chancellor to the Trustee Committee for final decision.

Graduate Administrative Board transacts local graduate business within the framework of Board policy and regulations established by the Graduate Executive Council of the consolidated University.

Health Information Committee is involved with health-related aspects of University life and the dissemination of health information to students. The committee works with student organizations, other committees, and student personnel services.

Honorary Degrees Committee receives and screens recommendations for persons to receive honorary degrees and recommends persons to the Faculty Council and Trustee Committee for approval.

Honors Council administers the Honors Program in cooperation with deans and directors of honor projects and seminars.

Intercollegiate Athletics Committee is responsible for setting policies for the conduct of intercollegiate athletics.

International Studies Committee advises student participants in the International Studies Program and in general plans the work of this program.

Jefferson Standard Scholarships Committee selects the recipients of the Jefferson Standard Scholarships.

Latin American Studies Committee makes recommendations for providing on-campus and off-campus, academic and non-academic experiences in Latin American studies.

Library Committee develops and recommends policies and procedures which will give the library its most effective role in the University. The committee is a liaison in interpreting library policies to the faculty and faculty opinion to the Librarian. The University Archives are under this committee.

J. Spencer Love Scholarships Committee selects the recipients of the Love scholarships.

Performing Artists Series Committee schedules a series of programs in the performing arts of interest to the campus community and related to the academic program.

Piney Lake Recreation Center Committee studies existing policies for the use of Piney Lake and makes recommendations for changes when deemed necessary.

Pre-Professional Education for Medicine Committee serves in an advisory capacity to pre-medical and pre-dental students and counsels the administration regarding aspects of the University's educational programs which relate to pre-medical work.

Refund Committee considers requests for refunds which University regulations do not appear to cover or where there appear to be extenuating circumstances.

Research Council administers the State funds allocated to it for this purpose and reviews applications from the faculty for such funds. It determines which projects it will support and, in each case, the amount of that support.

Reviewing Committee reviews problems, criticisms, requests, and suggestions having their origin in student-faculty relations and channels these, with comments or recommendations, to appropriate administrative agencies.

Reynolds Scholarship Committee receives and screens applications for Reynolds Scholarships and awards the scholarships.

Scholarships and Student Aid Committee formulates financial aid policy and serves in an advisory capacity to the Student Aid Office.

Social Committee plans social affairs for the entire faculty and assists the Chancellor in planning for official social functions.

Special Examinations Committee reviews all applications for special examinations for credit hours toward graduation.

Summer Session Council develops the general plans and the policies of the summer session.

Teacher Education Council serves as the policy-making body for teacher education at the University and coordinates all matters pertaining to teacher education.

Television Programming Committee evaluates television operations and makes recommendations concerning programming and financial operations.

Traffic Committee serves in an advisory capacity on traffic, parking, and registration of motor vehicles.

Weil Fellowship Committee reviews qualifications of candidates and makes recommendations to the Chancellor concerning the recipient of the Weil Fellowship.

ACADEMIC ORGANIZATION

The major academic areas of the University are the College of Arts and Sciences; the School of Business and Economics; the School of Education; the School of Health, Physical Education, and Recreation; the School of Home Economics; the School of Music; the School of Nursing; and the Graduate School. The administrative officer of the Graduate School is the Vice Chancellor for Graduate Studies. The administrative officers of the other Schools and the College are designated as deans.

The Council of Deans is composed of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Graduate Studies, the Dean of the College of Arts and Sciences, the Deans of the Schools, the Dean of Students, and the Director of the Library.

The College of Arts and Sciences is organized into departments with the administrator of each department being designated Head.

GRADUATE SCHOOL

The University of North Carolina at Greensboro is authorized to offer programs leading to the degrees of Doctor of Philosophy and Doctor of Education in a number of schools and departments and to master's degrees in most areas of study on the campus. The *Graduate School Catalog* gives additional information concerning the Graduate School and graduate programs.

SUMMER SESSION

The general plans and policies of the summer term are developed and approved by the Summer Session Council and carried out by a director appointed by the Chancellor. All credit courses offered during the summer session are under the administrative jurisdiction of the Director.

DIVISION OF EXTENSION

The Extension Division offers courses for credit toward a degree or a certificate. These courses are taught by members of the regular faculty. Television courses are also offered for credit through the Extension Division. Lecture series and individual lectures by members of the faculty are arranged. Most extension courses are offered at the graduate level.

DEVELOPMENTAL AFFAIRS

The Office of Development coordinates and promotes those activities related to advancing public understanding of the institution and obtaining for it financial support from alumni, friends, organizations, corporations, and foundations. This office serves as the point of clearance for all efforts to raise funds in behalf of the University. In this way priorities are established and duplication of solicitation is avoided.

The Alumni Association, through its annual giving campaign, supports the educational program of the University by:

1. The appointment of Alumni Distinguished Professors.
2. Annual Teaching Excellence Awards of $500 each to two faculty members.
3. The Faculty-Student Public Affairs Forum which draws students and faculty together for exchange of information and views on principal issues of the day.
4. Supplements to Faculty and Student Travel Funds.
5. A Discretionary Fund that enables the Chancellor to promote special programs and activities.
6. Annual Alumni Scholarships to students, amounting to $21,000 a year, and the Kathleen Hawkins Student Aid Fund.

The News Bureau is the University's official information agency. This office is the contact point between all areas of the University and various news media. Newsworthy developments from all over the campus are channeled to the News Bureau for proper handling and distribution to appropriate news outlets. News interviews and press conferences are arranged through this office. In addition, the News Bureau, in cooperation with WUNC-TV studios on campus, produces "Accent on Education," aired regularly by more than forty radio stations throughout the state.

PART 2

FACULTY POLICIES AND PROCEDURES

PROMOTIONS AND APPOINTMENTS

(The criteria for appointments and promotions listed below are now in effect; however, action will be taken at the first Faculty Council meeting of the fall semester, 1971, on a revised policy for "Criteria for Appointments and Promotions."

CRITERIA FOR PROMOTIONS AND APPOINTMENTS

a. **Teaching ability**—including such matters as:
   (1) Knowledge of subject matter
   (2) Clarity of thinking and expression
   (3) Talent for arousing and maintaining interest
   (4) Ability to stimulate intellectual curiosity
   (5) Ability to develop a sense of social responsibility
   (6) Ability to organize systematically
   (7) Capacity for objectivity
   (8) Fairness in testing and grading

b. **Professional attainments**—including such factors as:
   (1) Independent work
      (a) Research with or without publication
      (b) Contributions through creative work in any medium
      (c) Further study in one's field
   (2) Work under direction
      (a) Advanced degrees and institutions from which received
      (b) Research with or without publication
      (c) Further study in one's field
   (3) Participation in and recognition by professional societies

c. **Valued personal traits**—including such factors as:
   (1) Intellectual integrity
   (2) Emotional balance
   (3) Administrative ability
   (4) Breadth of interests
   (5) Effective and willing cooperation with others
   (6) Ability to think in terms of the whole institution

d. **Leadership and service**—including such factors as:
   (1) Effective service within one's department and to this University and in the University in general
   (2) Contributions to community, state, and national affairs
   (3) Length of service and period of time in the rank

APPLICATION OF THE CRITERIA

The extent and rigidity of the application of these criteria will depend somewhat upon the diversity and magnitude of the teaching load and of other college responsibilities carried by the individual.

a. **The Instructor** should qualify in knowledge of subject matter and in valued personal traits; should show promise of growth and if experienced, should give evidence of teaching ability.

b. **The Assisant Professor** should be a successful teacher as outlined above, with evidence of growth professionally and in personal qualities.

c. **The Associate Professor** should show a noticeably higher rating as measured by the general standards of the criteria and some important achievements in professional attainments as defined in Point II.

d. **The Full Professorship** should depend upon the results of the more rigorous application of these criteria.

PROCEDURES

a. **For Promotion**

(1) Conference between Department Head and Senior Members of the Department.

(2) Conference between the Dean of the College and the Department Head concerning the recommendation of the Department Head.

(3) Review of material by Chancellor and Senior Members of Academic Policies Committee.

(4) Conference, if necessary, between Chancellor and Department Head.

b. **For Appointments** (Annual Report of Academic Policies Committee. Faculty Council. May 20, 1958)

Where an appointment is at the associate or full professorial rank, the Chancellor shall appoint a committee with the head of the department concerned as chairman, with faculty representation from outside the department, and with a majority of the membership from the department concerned. This committee is to make recommendations to the Chancellor.

APPOINTMENT TO THE GRADUATE FACULTY

RECOMMENDATION AND APPROVAL

Facuty members teaching 500- or 600- level courses for graduate credit, or serving on thesis and dissertation committees or as official advisers to graduate students, must be recomended by their department heads and deans for such service, and be approved by the Graduate Administrative Board.

CLASSES AND FUNCTION OF MEMBERSHIP

The four classes of membership shall be designated Full, Associate, Adjunct, and Temporary A or B.

Full Membership shall involve permanent appointment and service without restriction. Such members may teach any course designated for them by their department, and may serve as chairman of thesis and dissertation or student advisory committees.

Associate Membership shall involve permanent appointment. Such members may teach any graduate course with the exception of post-master's seminars or other work offered exclusively for doctoral candidates; they may not hold primary responsibility for the direction of doctoral dissertation research, or the establishment, as advisers, of programs leading to the doctorate, but may serve as members of thesis or advisory committees at any level, and may serve as chairmen of master's thesis committees upon recommendation of the department head and the appropriate dean and subject to approval of the Graduate Administrative Board.

Adjunct Members shall consist of those faculty who are employed on a part-time basis, and who would otherwise be qualified for permanent membership in the graduate faculty.

Full, Associate, and Adjunct Members shall be listed, without identification as to type of membership, in such documents as the graduate catalog.

Temporary Members (Group A) shall consist of newly employed Assistant Professors who hold the doctorate and who do not meet all of the criteria for Associate Membership. During the period of appointment in this classification, the faculty member may perform the functions of Associate Membership. Approval by the Graduate Administrative Board as Temporary Member (Group A) shall be for two years after which the board will review the appointment.

Temporary Members (Group B) shall consist of those faculty approved by the Graduate Administrative Board to teach a specific course in a given year. Such appointments must be reviewed if graduate service continues in an additional year.

Appointments to Temporary Membership, either Group A or B, shall not be named in any published list of the Graduate Faculty.

CRITERIA FOR MEMBERSHIP

The Graduate Administrative Board in approving membership in the graduate faculty should be guided by the following criteria:

Full Membership—Faculty appointed to full membership should:

(1) Hold rank of Associate Professor or higher.

(2) Hold a doctorate, or hold appointment to the faculty as full professor.

(3) Have a substantial record of continuing research or creative work of recognizable merit as shown by publication in appropriate journals, support of work by major research or grant agencies, etc.

(4) Have a record of service as a contributing member of professional organizations related to the academic field of specialization.

(5) Have recognition within the faculty as a scholar and as an effective teacher.

Associate Memberhip—Faculty appointed as associate members should:

(1) Hold rank of Assistant Professor or higher.

(2) Hold the doctorate,* or hold appointment to the faculty as an associate professor.

(3) Have demonstrated competence in research or creative work.

(4) Have active records of participation in professional organizations related to the academic field of specialization.

(5) Have recognition within the faculty as a scholar and as an effective teacher.

(6) Show concrete promise of professional development which, with time and experience, would qualify the individual as a full member of the graduate faculty.

Adjunct Membership—Faculty appointed as adjunct members should at least meet the professional qualifications for associate membership.

Temporary Membership—

Group A members should:

(1) Hold the doctorate*

(2) Hold the rank of Assistant Professor

Group B members should:

(1) Hold at least the master's degree or higher

(2) Have competency in a particular area of specialization which relates centrally to the specific course to be taught.

*An exception may be made where, in areas such as the Fine Arts, the doctorate is not a common standard for graduate faculty. In such cases, the accepted equivalent shall be observed.

ACADEMIC FREEDOM, ACADEMIC TENURE, AND ACADEMIC DUE PROCESS

The following provisions were adopted by the Board of Trustees on October 26, 1970, being Chapter IV of the *Code Provisions Governing the University of North Carolina.*

ACADEMIC FREEDOM [Section 4-1]

(a) Academic freedom is the right of a faculty member to be responsibly engaged in efforts to discover, speak, and teach the truth. It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the University, which would restrict him in the exercise of these freedoms in his area of scholarly interest.

(b) The University recognizes that in his role as citizen, as to matters outside the area of his scholarly interest, the faculty member has the right to enjoy the same freedoms as other citizens, without institutional censorship or discipline, though he should avoid abuse of these freedoms. He should recognize that accuracy, forthrightness, and dignity befit his association with the University and his position as a man of learning. He should not represent himself as a spokesman for the University.

ACADEMIC TENURE [Section 4-2]

(a) Academic tenure refers to the conditions and guaranties that apply to a faculty member's professional employment. In according tenure the purpose is to protect the academic freedom of faculty members while providing them with a reasonable degree of economic security. It is recognized that tenure policy is a vital aid in attracting and retaining instructional personnel of the high quality which this University seeks for its faculties.

(b) With respect to the various academic ranks, the tenure policy of the University is as follows:

(1) An instructor shall be appointed for a period of one year. After he has been twice reappointed his department head, after consultation with all full professors in the department, shall review the case and recommend either (1) that the in-instructor be promoted at the end of his fourth year or (2) that he receive a terminating appointment of one year. In situations in which, because of a dearth of full professors or otherwise, it appears that the consultation required by the preceding sentence may not produce advice adequately representative of the views of the department's faculty members, the department head shall consult with other senior members of the department familiar with the instructor's work. Notice of intention not to reappoint shall be given an instructor by March 15th if his then current employment is for the regular academic year and otherwise not less than three months prior to the termination of his then current appointment.

This regulation shall not apply to an instructor who is an active candidate for a graduate degree.

With his own consent and with provision for annual review of his case, an instructor may be continued in that rank beyond the fourth year and in such case the above requirement regarding notice of intention not to reappoint shall continue to apply to him.

(2) An assistant professor shall be appointed for a period of three years. Before the end of the second year his department head, after such consultation with members of the department's faculty as is required in the case of instructors, shall review the case and recommend either (1) that the assistant professor be reappointed for a second term of three years or (2) that he be notified that he will not be reappointed at the end of his first term. Before the end of the assistant professor's fifth year the department head shall, in the same manner, recommend either (1) that the assistant professor be reappointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. In every case of reappointment as an assistant professor after six years of service in that rank, the appointment shall be with permanent tenure, and thereafter the case shall be reviewed at least once in each three-year period for the purpose of determining whether promotion is in order: provided, that, notwithstanding the foregoing provisions, the Chancellor may, in special cases, upon recommenadtion of the department head, reappoint an

assistant professor after six years of service, without granting permanent tenure; and in such case the letter of reappointment shall specify the term of reappointment, the special reasons for not granting tenure, and the conditions (if any have been agreed to) upon fulfillment of which such tenure will be granted.

(3) An associate professor promoted to that rank within his own institution shall have permanent tenure. One coming to that rank from outside the institution shall be appointed for an initial term of five years; and in such case, before the end of the fourth year, his department head, after consultation with other members of the department's faculty as required in the case of an insructor, shall review the case and recommend either (1) that the associate professor be reappointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. Reappointment shall be with permanent tenure.

(4) A professor shall have permanent tenure.

(5) The provisions of paragraphs (1), (2), (3), and (4) shall not be rendered inapplicable to a faculty member merely because some additional description, such as "research," is attached to the statement of his rank. Paragraphs (1), (2), (3), and (4) shall not apply to visiting faculty members or to any facuty member, regardless of stated rank, employed for a limited period in the staffing of any special project. It is considered advisable, however, that the Chancellor, in his letter of appointment, shall call to the attention of the appointee that, because of the visiting or special status of the appointment, the provisions of paragraphs (1), (2), (3), and (4) are inapplicable.

(6) Nothing in these regulations shall be construed to preclude the promotion of a faculty member at any time.

(7) A faculty member who decides to terminate his employment has the obligation, through appropriate channels, to give prompt written notice of his intention to the Chancellor.

(c) The terms and conditions of every faculty appointment shall be in writing. A copy thereof, signed by the Chancellor, shall be delivered to the faculty member and a copy shall be retained by the Chancellor. Full information on the tenure policy of the University and on his own employment status shall be readily available to the faculty member at all times.

SUSPENSION AND DISCHARGE OF FACULTY MEMBERS
[Section 4-3]

(a) A faculty member who has tenure may be suspended or discharged only by the Chancellor, acting with the approval of the President, or by direction of the Board of Trustees, and then only in accordance with the provisions of this Code. Permissible grounds for suspension or discharge are misconduct of such a nature as to indicate that the faculty member is unfit to continue as a member of the faculty, incompetence, and neglect of duty, and failure or refusal to carry out validly assigned duties with intent to obstruct or disrupt any normal operation or function of any of the component institutions of the University. For purposes of these provisions: (1) a faculty member serving a stated term shall be regarded as having tenure until the end of that term; and (2) if a faculty member has been offered and has accepted a new contract to begin at a future time, his status shall be the same as if he had already begun service under such contract.

(b) The Chancellor, in his discretion, may: (1) give the faculty member written notice of intention to discharge; or (2) give the faculty member written notice that information concerning the faculty member is being referred to the faculty committee [identified in paragraph (c), below] for its recommendation. The notice shall indicate the reasons for the intended discharge or the substance of the information being referred, shall state that the Pesident approves the Chancellor's action, shall advise the faculty member of his right to a hearing, and shall call attention to these provisions of this Code. Within one week after receipt of notice, the faculty member may request a hearing by written notice to the Chancellor and the chairman of the faculty committee. If no request is filed within that time, the Chancellor may proceed to discharge, when notice of such intent has been given, or the faculty committee may proceed to the making of its recommendation without a hearing.

(c) When a hearing is duly requested by the faculty member, it shall be accorded before a standing committee of the institution's faculty, composed of five faculty members who have permanent tenure elected by those members of the faculty who, under legislation of the institution's faculty, are regarded as voting members. The hearing shall be upon written charges or a written summary of information submitted by the Chancellor. The hearing committee shall accord the facuty member a reasonable time within which to prepare his defense. The faculty member shall have the right to counsel; the right to present the testimony of witnesses and other evidence;

the right to confront and cross-examine adverse witnesses; the right to examine all documents and demonstrative evidence adverse to him; and the right, upon request, made prior to the hearing, to a transcript of the proceedings furnished at the expense of the University, subject, however, to the approval of the President. The Chancellor, or his delegate or counsel, may participate in the hearing, present evidence, and cross-examine witnesses.

(d) In reaching its decision in cases in which a hearing is held, the faculty committee shall consider only the evidence presented at the hearing and such oral or written arguments as the committee, in its discretion, may allow. Evidence regarding the general competence and professional and moral fitness of the faculty member shall always be considered relevant. Should the committee find that the faculty member is guilty of misconduct, incompetence, or neglect of duty, or failure or refusal to carry out validly assigned duties with intent to obstruct or disrupt any normal operation or function of any of the component institutions of the University, it shall then decide whether its findings in that respect, considered in the light of the faculty member's general competence and fitnesss, justify a finding that the faculty member is unfit to continue as a member of the faculty. It shall make its written recommendation accordingly, and shall transmit the recommendation to the faculty member and to the Chancellor; and the Chancellor shall forward it to the President. Publication of such recommendation may be authorized only by the Chancelor, with the approval of the President. The two immediately preceding sentences of this paragraph shall apply whether or not a hearing has been held.

(e) If the President concurs, a recommendation of the committee, whether favorable or unfavorable to the faculty member, shall be final. If the committee's recommendation is other than for unconditional retention of the faculty member (indefinitely if on permanent tenure, otherwise to the end of the stated term), the President, in lieu of concurrence, may: (1) with the consent of the faculty member, take any action more favorable to the faculty member than the committee's written recommendation, which action shall be final; or (2) authorize the faculty member to appeal to the trustees. If the committee recommendation is for unconditional retention, the President shall take no action contrary to it except that, upon recommendation of the Chancellor, he may request that the trustees review the case and take final action.

(f) The Chancellor shall, in every case, advise the President as to whether the Chancellor concurs in the committee's recommenda-

tion. He shall state his reasons in writing and a copy shall be furnished to the faculty member.

(g) In any case brought before the trustees, a hearing shall be accorded by the Executive Committee, which may proceed through a subcommittee. The hearing shall be conducted in the same manner as the hearing before the faculty committee; the faculty member shall have the same rights; and the decision of the hearing committee shall be reached solely upon the evidence adduced at the hearing and such argument, oral or written, as the hearing committee may allow. The charges or summary of information shall be the same as those before the faculty committee, unless modified in favor of the faculty member by the President; and the hearing committee shall, in the same manner as the faculty committee, consider general fitness as well as the specific offenses. If the hearing committtee is a subcommittee, it shall report to the Executive Committee. The Executive Committee shall direct the action, if any, to be taken by the Chancellor.

(h) The Chancellor has authority, with the approval of the President, to suspend a faculty member at any time after giving notice of intention to discharge, and to continue such suspension until final decision has been reached by the procedures herein prescribed. The Chancellor's power to suspend shall not be exercised unless the charges of such nature that, if assumed to be true, they demontrate moral turpitude, neglect of duty, incompetence of a character clearly indicating that the accused is unfit to continue as a member of the faculty, or failure or refusal to carry out validly assigned duties with intent to obstruct or disrupt any normal operation or function of any of the component institutions of the University. Suspension shall always be with pay.

(i) Once he has requested a hearing, the faculty member shall not be discharged, without his consent, until final decision is reached (and then only in accordance with such decision), provided that the faculty member may at any time withdraw his request for hearing and consent to the discharge, or he may be discharged upon a finding by the faculty committee that, at any stage of the proceedings before the faculty committee or the trustees' committee, the faculty member, after requesting a hearing, has, without adequate cause, failed to appear.

(j) In cases in which a faculty member is charged with violating Section 5-2 (a) of these Bylaws, the provisions of Section 4-3 shall be subordinate to the provisions of Chapter V.

POLICIES, PROCEDURES, AND DISCIPLINARY ACTIONS IN CASES OF DISRUPTION OF EDUCATIONAL PROCESS

The entire text of Chapter V of the *Code Provisions Governing the University of North Carolina* is published in the catalog of The University of North Carolina at Greensboro. Listed below are the sectional topics of Chapter V.

Section 5-1. Policies Relating to Disruptive Conduct
Section 5-2. Definition of Disruptive Conduct
Section 5-3. Responsibilities of Chancellors
Section 5-4. Aggravated Acts or Threatened Repetition of Acts
Section 5-5. Right of Appeal
Section 5-6. No Amnesty
Section 5-7. Publication

RESIGNATIONS AND LEAVES OF ABSENCE (Faculty Council. October 19, 1954)

GENERAL REGULATIONS AND PROCEDURES

In the case of a leave of absence the faculty member should notify the Administration in April, or before, of the probability of a request for leave. The formal request should be filed not later than May and preferably earlier.

In case of a resignation the formal resignation should be filed with the Administration immediately after the decision has been made. A resignation made after Commencement does not live up to the principle of bi-lateral responsibility expressed above and should be made only in exceptional circumstances.

In either case the Administration should give its decision promptly, certainly within two weeks.

The obligations of both the Administration and the faculty member apply in similar manner if a request is to be effective for the second semester or for part of a semester.

RESEARCH LEAVES

A University provision enables the University at Greensboro to grant research leaves for a few faculty members who are engaged in research nearing completion. A faculty member may be granted one year on leave with one-half salary or one semester on leave with full salary. The number of research leaves that can be granted each year will be dependent upon the college budget and the replacement which can be made for the faculty member.

Applicants should submit a written request through the dean of his college or school which should contain the following information:

1. The dates of leave requested
2. The place in which the work is to be carried on
3. A statement which explains the piece of work under way and the plan for its completion during the requested leave of absence.

RESEARCH GRANTS AND FELLOWSHIPS

FROM UNIVERSITY RESEARCH FUNDS

Application for a grant under the UNC-G program for the promotion of research is made to the Chairman of the Research Council. The Research Council exists to encourage publication and scholarly growth among the faculty. It makes available modest funds for the typing of manuscripts, the puchase of necessary equipment, the partial subsidy of publication, and limited travel expenses. More massive support must be sought outside the University, but those faculty members with research projects demanding only moderate funding are strongly encouraged to apply to the Research Council for support. The necessary guidelines and application forms are available from the office of the Graduate School.

OTHER RESEARCH GRANTS AND FELLOWSHIP OPPORTUNITIES

Information on external support for both individual and joint research projects may be obtained from the Office of the Vice Chancellor for Academic Affairs, from the Associate Dean of the Graduate School, or from deans of schools. In particular, the Graduate School Office maintains a comprehensive file on external sources of funds for research, and it is charged with co-ordinating the administrative review of all applications for such funds. It provides interested faculty members with guidelines setting forth the local procedures to be followed in applying for research funds from outside the University, and it can help in many ways with such applications.

PROFESSIONAL TRAVEL

Travel funds are used to pay expenses of faculty members attending professional meetings or otherwise representing the University except in those instances where provision is made outside the travel budget for use of University cars for transporting several members of a department or of the general faculty to professional meetings within the State or a feasible driving distance beyond.

Requisitions for travel funds are made to the deans of the schools and college. The policy governing the use of faculty travel funds is reviewed annually by the Vice Chancellor for Academic Affairs and the Council of

Deans. A statement describing the policies governing the use of faculty travel funds is distributed each fall to all members of the faculty.

SPECIAL DUTIES OF THE FACULTY

FACULTY ADVISING

Each entering student is assigned to a faculty adviser chosen insofar as possible from the student's stated field of interest. The number of entering students assigned to each faculty adviser is kept as small as possible. Freshman and sophomore adviser assignments are made by the Dean of Academic Advising. During the junior and senior years, students are assigned to their major advisers by their deans.

REGISTRATION

Faculty members are informed by the Office of the Registrar and their deans concerning processes and individual duties during the registration period at the beginning of each semester.

COMMENCEMENT

All full-time faculty members above the rank of Instructor are expected to march in the academic procession; Instructors are invited to be present. Permission to be absent is granted by the Chancellor. Those who do not own academic costumes may rent them from the University Bookstore.

OUTSIDE EMPLOYMENT

TEACHING AT OTHER INSTITUTIONS

A faculty member must have the approval of his dean before accepting any teaching outside the University. No more than one such additional course may be taught in any given semester.

When a faculty member has a lightened teaching load in this University in order to carry on research, he shall not accept additional teaching obligations outside of the University at the same time.

Faculty personnel with twelve-month assignments are not free to take additional contract assignments.

EXTENSION DIVISION TEACHING APPOINTMENTS

The policies applying to teaching at other institutions apply to teaching appointments made by the Extension Division. There are, however, extenuating circumstances in the Extension Division which can modify these policies.

SUMMER TEACHING APPPOINTENTS

Summer teaching is optional, although no faculty member will be permitted to teach more than one session. Summer salary is in addition to the

regular academic salary and is based on the nine-months salary and teaching load the instructor carries. Recommendations for summer assignments are made to the Director of the Summer Session by the deans and appointments are made by the Chancellor.

ELECTIVE OFFICE HOLDING

The following *Statement of Policy* on elective office-holding was adopted unanimously by the Executive Committee of the Board of Trustees November 14, 1969:

> The Board of Trustees has consistently recognized the value of participation in public affairs by members of the University community; nevertheless, it also recognizes that cases may arise in which political office-holding may conflict with obligations to the University, or may, under existing circumstances, appear to be inimical to the best interests of the University.
>
> Therefore, be it resolved:
>
> 1. That the incumbent of an elective public office for which compensation is more than nominal, or whose duties may present a conflict of interest, may not be employed by the University in any capacity without the express approval of the Executive Committee of the Board of Trustees.
> 2. That any employee of the University (faculty, administrative, or non-academic) who is to assume elective public office for which compensation is more than nominal may, if eligible, be considered by the Executive Committee of the Board of Trustees for a leave of absence for an appropriate period of campaign activity, and for one term of such office, if elected.

FACULTY ENROLLMENT IN GRADUATE COURSES

Approval of the department head, the appropriate dean, and the Vice Chancellor for Academic Affairs is necessary for credit registration in graduate courses. Faculty above the rank of instructor may not be accepted in graduate degree programs of the University while holding such appointments; no full-time faculty member may take more than one course per term.

TUITION FOR FACULTY

Free tuition privileges are allowed on one course only in each semester or summer term for full-time faculty of instructor rank and above. This does not include such other charges as registration, laboratory fee, etc. Details may be secured from the Office of the Vice Chancellor for Academic Affairs.

SALARY

CONTRACT PAY PERIOD

Unless otherwise stipulated, faculty salary contracts provide an annual salary for nine-months' service. The salary is payable in 12 equal installments, September through August.

PAY DAY

Salary checks are delivered by campus mail on the last day (Monday-Friday) of each calendar month. During the summer, arrangements may be made with the Accounting Department of the Business Office for checks to be forwarded.

CONTRACT TERMINATION

In the event a contract is terminated, either during or at the conclusion of a school year, any unpaid balance on the contract is paid on regular schedule during ensuing months, the University budget being geared to level payrolls.

CREDIT UNION

The UNC-G Credit Union was incorporated under the laws of North Carolina in 1937. It was organized and is operated by the employees of The University of North Carolina at Greensboro. Each faculty member and each member of his or her family may place savings up to $4,000 in the Credit Union and receive dividends at a rate that is competitive with alternative financial institutions. The Credit Union makes loans to members at a reasonable rate of interest. Savings and payments on loans may be made through payroll deductions. All transactions are handled by the Business Manager on a confidential basis.

RETIREMENT

The Board of Trustees' regulations concerning retirement and retention of personnel for all branches of the University are:

1. Members of the staffs (academic and non-academic) who are in the age bracket 65-70 years must be recommended annually and approved by the Board in order to continue in service for the succeeding year.
2. Faculty or staff members who are not to be continued in service after age 65 receive notice of the impending termination of their service at least twelve months before the date of severance of their service.

   Notification to a faculty or staff member 65 years of age or older that his or her continued employment has been approved by the

Board of Trustees for another year will meet the requirement that at least twelve months' notice be given.

3. Retirement is compulsory for all persons who have reached their seventieth birthdays, except that *academic* personnel may be retained from age 70 to 72 on a basis not to exceed half-pay and half-work load, upon recommendation and approval by the Board. Retirement from *administrative* positions at age 65 is required of administrative officers although, with approval of the Board, they may be retained in teaching or other duties, provided these duties are beyond the scope of the vacated administrative positions or clearly subordinate to them.

RETIREMENT PLANS

All faculty members participate in the Federal Social Security Program and are members of the North Carolina Teachers and State Employees Retirement System (TSERS). Starting in 1971, new faculty members and those who have less than five years membership in TSERS may elect to participate in Teachers Insurance and Annuity Association—College Retirement Equities Fund (TIAA-CREF) instead of TSERS.

TSERS issues a booklet giving a description of the retirement plan which is given to new faculty members upon their arrival on campus and to all faculty members when it is revised. Questions about the retirement plans may be directed to the personnel officer in the Business Office.

Employee contributions to these retirement programs are made by payroll deductions. Deductions for Social Security are determined by the Federal Government. Deductions for TSERS and for TIAA-CREF are 5 percent of the first $5,600 of salary in a calendar year, and 6 percent of salary in excess of that amount .The State's contributions to these programs exceed those of participating members.

TAX-SHELTERED ANNUITY PROGRAMS

The University Trustees have approved the establishment of these programs by which an employee takes a voluntary reduction in pay and the amount of the reduction is applied to the purchase of an annuity. The amount of this reduction is not counted as current income for Federal income taxes and is not subject to Federal income tax withholding. Federal income tax is charged after retirement when rates are expected to be lower.

GROUP INSURANCES

All University personnel have access to the first four kinds of group insurance listed. Membership in these plans is voluntary, and the premiums are paid by the payroll deduction method. Inquiries may be made to the Personnel Office in the Business Office.

GROUP TERM LIFE INSURANCE (including accidental death and dismemberment)

This is a level premium plan with an employee paying $1 a month for each $1,000 of his annual salary up to a limit of $20 premium a month. There is a scale of reducing benefits based on a person's age and salary bracket.

GROUP HEALTH INSURANCE*

There is a group health insurance plan for employees with an annual salary of $6,500 or over, and another plan for employees whose salaries are under this amount. In both instances, this is a major medical insurance plan with a $50-per-year deduction for each person covered (members of an employee's family can be covered as well as an employee), and a 20 percent co-insurance feature above the $50 exclusion. For the higher salary group, there is a $20,000 limit to the coverage. For the lower salary group, there is a $10,000 limit to the coverage with a corresponding decrease in premium.

FRANCHISE GROUP SALARY CONTINUATION, DISABILITY INCOME INSURANCE*

For sickness, this plan offers up to $600 per month, or 70 percent of salary per month, for a period of five years for males, and up to $500 per month for a period of three years for females. For permanent disability from injury, this plan offers a similar amount of income on a lifetime basis.

HIGH BENEFIT ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This plan offers coverage of $50,000 in case of accidental death or dismemberment.

TEACHER'S LIABILITY INSURANCE

A group policy is available on a voluntary basis which offers protection against liability for bodily injury and property damage arising out of teaching activities. The bodily injury coverage is up to $100,000 for each person or $300,000 for each incident and property damage coverage is up to $50,000 for each incident.

*Legislation adopted by the 1971 General Assembly provides for the State, effective July 1, 1972, to assume costs of health insurance up to $10 per month and disability insurance up to $3 per month. An announcement will be made before Juy 1, 1972 concerning details of this insurance.

WORKMEN'S COMPENSATION

As an employee of the State of North Carolina each University employee is covered against job-inflicted accidents under a state-wide Workmen's Compensation Act. This provides for payment of all necessary medical services, disability income, and death benefits up to a maximum of $12,000 for one accident.

MERCHANDISING AND SOLICITATION POLICIES

MERCHANDISING

The Trustees of the University have passed regulations concerning merchandising activities on all campuses. Merchandising activities include the sale, lease or rental of any item of merchandise. Merchandising activities on campus are permitted only under the following circumstances:

1. The activity is under the control and supervision of the University administration.
2. All net profits from the merchandising activity go into the University scholarship fund, and scholarships are awarded therefrom by the regular University Scholarship Committee.

SOLICITATION

The Trustees of the University have authorized the administration to control or limit solicitations on campus. The administration has adopted the policy that there shall be no solicitations on campus unless specifically appproved by the administration.

It is the policy of the administration to approve and encourage solicitation for certain public purposes, such as the Greensboro United Fund and the sale of United States Savings Bonds.

It is permissible for salesmen for professional books, journals or periodicals to contact faculty members in their field of interest.

Other solicitations, whether for funds or sales, are normally prohibited.

The policy on solicitation is desgined to prevent a person from coming to campus and contacting whomever he may find. A faculty member may invite a salesman to his office if he wishes, but the salesman should understand that the invitation is limited to that faculty member.

PROCUREMENT PROCEDURES

Operating under the laws of the State of North Carolina and the regulations of the University, each department is given a fixed budget at the beginning of a fiscal year to cover all departmental operating expenses. Procedures used in making these funds available to individual faculty vary among the departments. Rigid procurement regulations are in effect and in no instance should one procure materials or services other than through established channels.

PART 3

INSTRUCTIONAL INFORMATION

THE WALTER CLINTON JACKSON LIBRARY

The Library is centrally administered although there are several small laboratory collections of books, periodicals, and classroom teaching materials maintained by schools and departments and administered separately from the Library.

DEPARTMENTAL LIBRARY REPRESENTATIVES

Book selection is a responsibility shared by the faculty and the library staff. Each dean is asked to appoint a library representative to advise the Librarian on materials needed for instruction, study, and research in the department's field and to establish with the Librarian general policies to assure that materials are systematically acquired in the field. When a library representative is not appointed, it is assumed the dean will act in this capacity.

PURCHASE OF LIBRARY MATERIALS

Individual faculty members may recommend materials for purchase on allocated departmental book funds by submitting requests to their departmental library representatives for approval. These requests are then sent to the Acquisitions Department of the Library. Suggestions for book purchases from individual faculty members to the Librarian are also invited. In making requests for multiple copies to be placed on reserve, the number of students for which the books are to be used and the course for which the extra copies are requested should be indicated. Book request cards are provided in the Library as a convenience to faculty and library staff; however, publishers' announcements on dealers' catalogs may be marked for order. If requested, they will be returned to faculty members.

Library funds are not used for the purchase of any materials (books, maps, prints, audio-visual items, etc.) to be used exclusively within a department as a part of its instructional work and classroom teaching.

INTERLIBRARY LOAN PRIVILEGES

The purpose of Interlibrary Loan is to make available to individuals for research and serious study materials not in the Library. According to the Interlibrary Loan Code, libraries should not ask to borrow current issue of periodicals, standard reference works, inexpensive items currently

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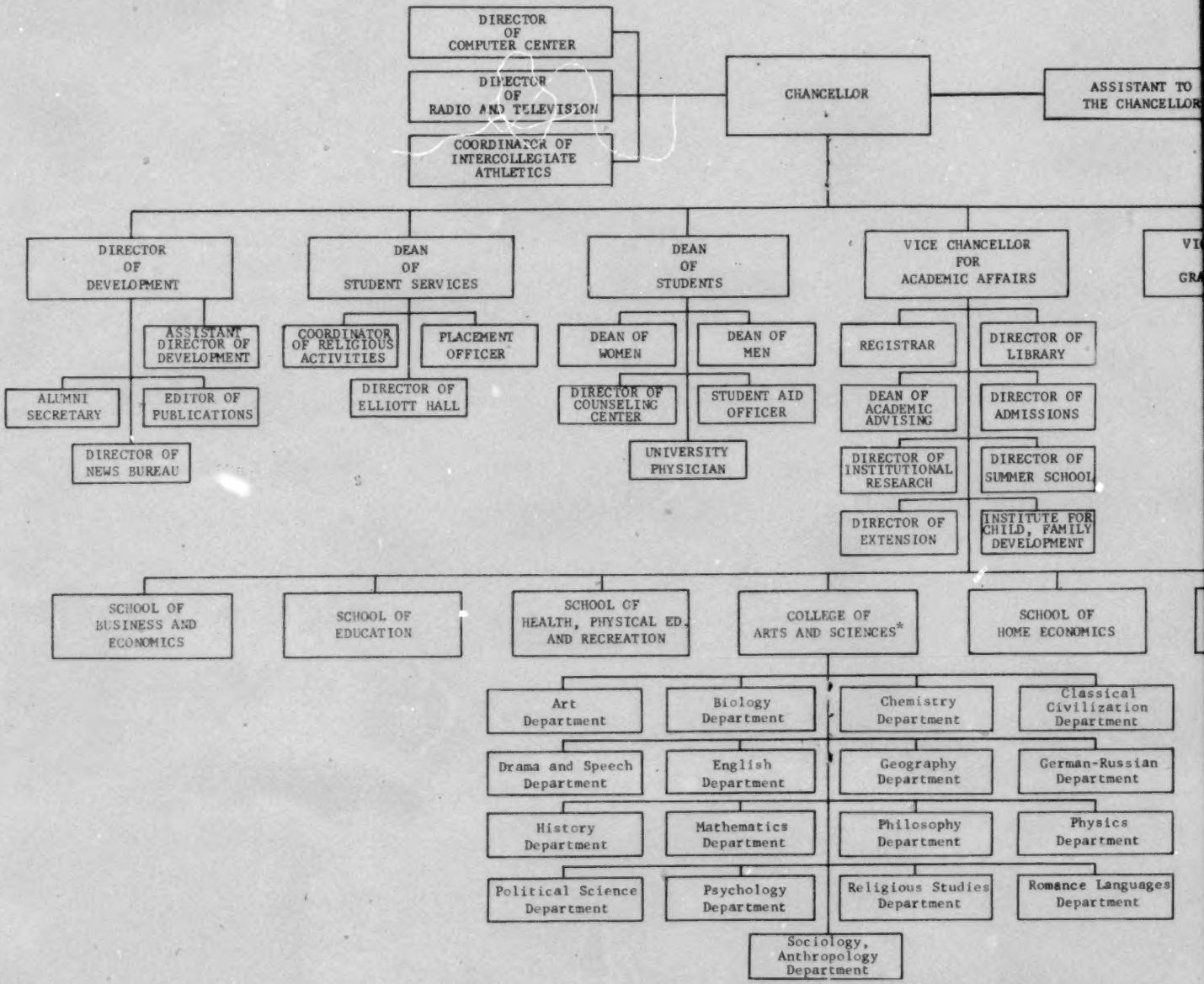

* The Department of Economics, while located administratively in the School of Business and Economics, has the usual status of a discipline in the College of Arts and Sciences

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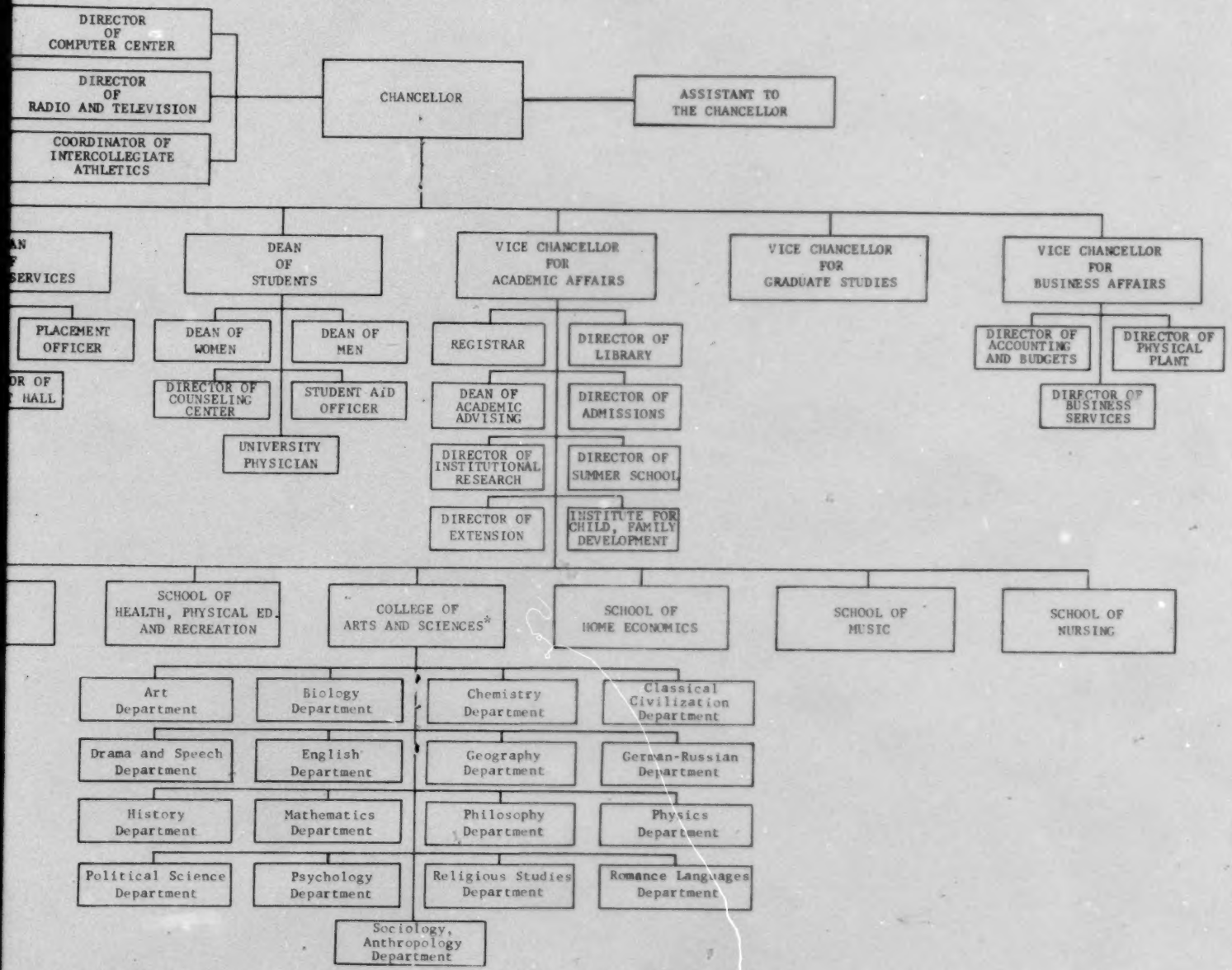

* The Department of Economics, while located administratively in the School of Business and Economics, has the usual status of a discipline in the College of Arts and Sciences

purchasable, materials for class use, or an excessive number of titles at one time for one applicant. In general, the Library adheres to the policy of borrowing only materials needed for research by faculty, graduate students, or honors students. Periodicals, theses, and many out-of-print books are becoming increasingly difficult to obtain on loan in their original forms. Members of the faculty must therefore be prepared to pay the costs of microfilm, Xerox copies, or other forms of duplication for those items which cannot be borrowed directly. Since interlibrary loan service is a privilege which the Library has only as it adheres to certain national practices, requests for loans should be listed in full, on forms provided for the purpose, and should be presented in person to one of the reference librarians.

DIRECT LOAN PRIVILEGES

The libraries of Duke University, North Carolina State University at Raleigh, The University of North Carolina at Chapel Hill, The University of North Carolina at Charlotte, and The University of North Carolina at Greensboro have set up a cooperative lending program to give faculty members and graduate students of the five schools the opportunity to borrow books directly from any of the libraries of these institutions. Applicants for this privilege are registered and given a special borrower's card. In this Library, application is made to the head of the Reference Department.

FACULTY USE OF LIBRARY MATERIALS

Books: The tradition and practice is to make the conditions of book borrowing as generous as possible for faculty members. The loan period for faculty is one academic year, and for many categories there is no limit to the number of items checked out. The understanding is clear, however, that books needed by others will be returned promptly when recalled by the Library. An annual review of outstanding charges is made toward the end of the academic year. This means that books on loan must be returned and reborrowed. Difficulties sometimes arise from the practice of relending books to others without the Library's knowledge. Infractions of this sort are not only troublesome to the Library but a disservice to other borrowers. Faculty members are expected to pay for lost books.

A request may be left at the Circulation Desk for any book which is in circulation. Requests are filled in the order in which they are received; a notice is sent when the book is available and being held for a limited time at the Circulation Desk.

New books are displayed in the lobby for three days each week before they are available for circulation. Requests for these may be left at the Circulation Desk.

Government Documents: The Library became a selective depository for United States Government publications in February, 1964, and now receives about seventy percent of the available items, most of which are shelved in a separate area by the Superintendent of Documents classification system. The *Monthly Catalog of United States Government Publications* is the index tool which should be used to identify and locate the classification number; the Documents Librarian will be glad to assist you in locating these as well as other uncataloged materials. Federal depository items are actually on loan to the Library and must be kept available to all citizens upon request; therefore, the collection is maintained primarily for reference use. The Library of the University of North Carolina at Chapel Hill is a regional depository obligated to acquire and retain all available United States Government documents and to lend us those we do not have when requested.

New documents are displayed in the lobby for three days each week before they are shelved. Circulation is limited to special use for which requests should be made to the Documents Department.

Periodicals: Periodicals are kept available for use in the Library at all times. However, when the work of a faculty member necessitates the office or class use of a magazine, it may usually be borrowed for a short time if it is not in demand. Requests for office or class use should be made to the Serials Librarian.

Reserve books: The Library maintains, on the second floor, two large rooms where reserve books are placed on open shelves in classified arrangement, and a section of shelving behind the second floor control desk for a small number of "closed reserve" books. A card catalog for the collection and course list files at the desk assists the user in locating books. The primary purpose of the reserve book system is to make books assigned for class reading available in the most economical way for the group. Reserve books make up a changing collection and should be reserved only for the period during which they are actually assigned. Otherwise many books are tied up which would be more useful if available from the stacks for the two-week loan period, and unused materials unnecessarily crowd the reserve shelves.

The special forms to be used for listing books to be placed on reserve may be obtained at the circulation desk or the reserve desk. Faculty members are requested to submit their lists by the deadlines suggested in announcements they will receive from the department each semester to allow time for the library staff to process the books for reserve. New books ordered for reserve should be included on the list.

Archives: The Library is the depository for the archives of The University of North Carolina at Greensboro and unofficial materials related to the history of the institution. The Librarian is the Archivist. The collection includes all University publications, official records and correspondence of administrative offices, departments and schools, committee minutes and reports. The North Carolina Department of Archives and History set up for the University of North Carolina at Greensboro an official *Archives: Records Schedule*. The schedule gives instructions for transferring official records to the Library—those which must be saved and those which may be destroyed. Administrative officers are responsible for consulting the *Archives: Records Schedule* before discarding official records and correspondence. Copies of this manual are available from the library office.

FRIENDS OF THE LIBRARY

A Friends of the Library organization was established in 1959 to promote the interest of the Library and develop its collections. All members of the faculty are invited to join.

COMPUTER CENTER

The University maintains an RCA 70/35 disk system on campus in a closed shop environment. Although primarily for administrative data processing, the facility is available for instructional batch processing.

The instructional and research functions of the Computer Center are performed at a Sub-Center with an IBM 2780 medium speed terminal to an IBM 360/75 located at the Universities Computation Center. Faculty and Students may obtain ready access to this facility as it is operated in an open shop, hands on environment. A faculty programmer consultant has been available part time and a library of statistical programs is available through the Triangle Universities Computation Center and the North Carolina Educational Computing Service.

Generally, no cost to the researcher is involved in non-sponsored research. Seminars in the use of the facility are offered from time to time by the Faculty Programmer Consultant and North Carolina Educational Computing Service Staff.

AUDIO-VISUAL MATERIALS

Sixteen millimeter movies, filmstrips, etc., in addition to materials owned by departments, are available for classroom use. These materials should be rented through the Campus Audio-Visual Center. Funds are available to cover these rentals. To avoid duplication, the purchase of audio-visual materials and equipment should be cleared through the Center office and the Audio-Visual Committee. A catalog of audio-visual materials and equipment owned by the various departments on the campus is kept in the Center office; a duplicate of this catalog is filed in the library.

TELEVISION

The UNC-G studio of WUNC-TV, which went on the air in January, 1955, looks to the faculty members for assistance in carrying out its educational programs. Their assistance may be as consultants or performers. The type of program and format determines the degree of assistance expected of faculty. The staff of WUNC-TV is most grateful for the cooperation it has received from the faculty in this volunteer work.

CURRICULUM

The Curriculum Committee, elected by the Faculty Council, is the agency of the University devoted to the study of undergraduate curriculum suggestions and curriculum problems. The basic functions and bylaws of this committee are set forth in Sections VI and VII of the *Instrument of Government*.

Minutes of the meetings of the Curriculum Committee are available in the Office of the Registrar, and digests of the minutes are available in the offices of deans and department heads.

The Graduate Administrative Board considers curriculum matters for the Graduate School.

HONORS WORK

A comprehensive Honors Program for students of high promise and with superior records was established in 1962. The program is described in detail in the *University Catalog*. Interested faculty members are encouraged to participate in Honors Work by directing seminars, tutorials, independent study, or senior theses. More complete information about the program can be obtained through the Honors Council Office.

RESIDENTIAL COLLEGE

The Residential College is a two-year program designed to provide freshman and sophomore students with a basic academic course of study in a coeducational residential setting. The program of the College is described in the *University Catalog*.

The Director of the College, the Master of the College, and the college faculty come from the University faculty. Faculty members are normally released on a temporary basis from their departments for three hours to teach within the College. Faculty members interested in the program should contact the Director.

COLLEGE CALENDAR AND CLASS SCHEDULE

The basic calendar for the University is determined by the Calendar and Scheduling Committee. The Committee is guided by the following Trustee Policy:

> The academic calendar for the year-round operation of all campuses of the University of North Carolina, excluding vacation and holiday periods, shall include two semesters of seventeen weeks each and a summer session of eleven weeks divided into two terms of approximately five and one-half weeks.

The schedule of classes is prepared by the Registrar's Office under the direction of the Calendar and Scheduling Committee. During the spring semester the Registrar's Office sends a request to the deans for the schedule of course offerings for the following fall semester. A similar time plan is followed during the fall semester for the spring schedule. The schedules are prepared according to the basic scheduling guides set up by the Committee. These guides include procedures for scheduling the various sequence patterns used and for limitations on the time patterns that may be used for certain courses.

CLASS ENROLLMENT

Only those students who have completed official registration shall be permitted to attend classes. Official registration is confirmed by class lists sent to instructors from the Registrar's Office. The student is given a copy of his official registration which is "approved" by the Registrar's Office. This may serve as temporary notice of registration for those who register late until the official notice is sent to the instructor.

A student who is registered incorrectly or who wishes to change his registration must make this change officially through the Registrar's Office and instructors are informed of such changes.

ROOMS

Classrooms are assigned by the Office of the Registrar through the deans. Room assignment are listed each semester in the *Schedule of Classes*.

Office space is assigned to faculty members by their deans.

Studies are available in the library for faculty members who have research projects or special needs. The Librarian assigns these on request by the semester or the year as needed.

ROOMS FOR SPECIAL LECTURES AND EVENTS may be scheduled as indicated below:

Elliott Hall

Cone Ballroom. Seven hundred chairs may be set up in the ballroom for lectures, panel discussions, concerts, movies, etc. The ballroom has a capacity of 200 guests for banquets and an unlimited number for receptions.

Alexander, Claxton and Kirkland Rooms. One hundred and seventy-five chairs are permanently set up for lectures and large club meetings.

Alderman, Joyner, McIver and Phillips Lounges. These lounges may be reserved for club and committee meetings, parties, and other organized programs.

Refreshments for all events held in the rooms listed above are provided at moderate cost by the Elliott Hall Catering Service. Reservations and arrangements are made at the Information Desk in Elliott Hall.

The Alumnae House

The Virginia Dare Room is suitable for meetings, receptions, teas, luncheons, wedding receptions, etc. An unlimited number of guests may be served in this room when no chairs are necessary. As many as 250 chairs may be set up when the refreshment table is not to be used. One hundred and fifty chairs may be comfortably used when the meeting is to be followed by refreshments.

The Library may be used for small committee meetings when no table space is needed for work. Small teas may also be served here.

The Parlor, located to the right as one enters the front door, may be adapted for the same uses as the Library.

The Largent Room, with its large horseshoe-shaped table, is a suitable place for large committee meetings. It is regularly equipped to accommodate 25 people.

The kitchen of the Alumnae House is equipped to serve refreshments which have been catered elsewhere, and the butler and the maid will assist with food service. No charge is made when the Alumnae House is used for University purposes except for overtime for the butler and the maid. Reservations for the use of the Alumnae House are made through the Alumni Office.

Jackson Library

The Randall Jarrell Lecture Hall, seating 372, is available for meetings, conferences, classes, and audio-visual programs. Requests for the scheduling of the Lecture Hall should be made in the Librarian's Office.

A **seminar room** and a sound-proof **audio-visual room** may be scheduled for regular classes for a semester or for special class meetings in which

library materials are to be used. Requests for scheduling of regular classes or special meetings in Library rooms should be made in the Librarian's Office.

Mary Frances Stone Home Economics Building

Stone Building Auditorium, which seats 225, may be reserved for lectures, conferences, and meetings by calling the secretary in the general office of the School of Home Economics.

Administration Building

The Conference Room on the second floor of the Administration Building, seating 35, is available for faculty committee meetings. Arrangements for its use are made through the Office of the Vice Chancellor for Academic Affairs.

GRADING POLICIES AND PRACTICES

GRADUATE GRADING POLICY

The grading policy and the grade symbols used for graduate courses are found in the *Graduate School Catalog.*

UNDERGRADUATE GRADING POLICY

The undergraduate grading policy adopted by the Faculty Council is published in the *University Catalog.* Additional grading policies, within the framework of the all-University policy, have been established by some schools and departments.

UNSATISFACTORY GRADE REPORTS

Unsatisfactory standing is reported by instructors to the Registrar's Office for students whose work at the end of the first six weeks of each semester is dangerously low or failing. Class lists and instructions for reporting unsatisfactory progress are sent to faculty from the Office of the Registrar.

FINAL GRADE REPORTS

Final grades are reported to the Registrar's Office on class lists which are sent to instructors near the end of the semester with procedural instructions. The grade report sent from the Registrar's Office is considered official and the grades and credits on this report are posted to the student's permanent record.

Grades cannot be changed after they are officially reported unless appproved by the instructor, the dean, and the Vice Chancellor for Academic Affairs. A request for such a change shall be made in writing to the dean.

Faculty may, but are not obligated to, furnish grades to students when the students so request and furnish self-addressed postal cards. These grades are in no way official and are not to be considered by the faculty as an alternative to prompt reporting of grades to the administrative offices. (Faculty Council, December 16, 1952)

EXAMINATIONS

SPECIAL EXAMINATIONS FOR CREDIT

In exceptional circumstances students may attempt to establish credit by examination. Detailed regulations are printed in the *University Catalog.*

UNIFORM TESTS

Uniform tests in multi-section courses, given by a department or by an instructor, may be scheduled for 6:30 to 7:30 p.m. on Tuesdays and Thursdays. Such tests must be announced a week in advance and must be placed on the University Calendar Register. Room reservations should be made with the Registrar.

When uniform tests are given, students should be excused from class attendance at the regularly scheduled class in that course immediately preceding or immediately following the test. (Faculty Council. December, 1952)

FINAL EXAMINATIONS

The Examination Schedule, involving approximately eight days at the end of each semester, is prepared in the Registrar's Office with direction and approval from the Calendar and Scheduling Committee. The time spent in the final examination schedule is considered in the instructional time for the semester. Regulations pertaining to variations from this schedule are published along with the Examination Schedule at the end of the semester.

No student is required to take more than two examinations in one day (within a 24-hour period). A student reports such a development on his schedule to the Registrar's Office, which has the responsibility of rearranging his schedule. Both student and involved faculty member are informed in advance of changes to be made.

Faculty Council actions concerning final examinations are:

> Final examinations are a recognized and long-standing means of measuring student progress as well as being an excellent teaching device. The Faculty of the University at Greensboro, therefore, states that the giving of final examinations is an integral part of

the educational policy of this University. Any member of the faculty who does not intend to give a final examination in a course shall make a written explanation of his reasons to the chairman of his department prior to the beginning of the examination period. These reports will be available to the administration upon request. (March, 1962)

The examination periods are three hours, and faculty may give three hour examinations. This is permissive and not obligatory on the part of faculty. (October, 1961)

The last instructional day immediately preceding the first day of examinations is set aside as Reading Day for students. No examination or anything in lieu of an examination may be given on that day. (December, 1936)

In the first semester no test which shall be substituted for the final examination shall be given between January 1 and the opening of examination week; in the second semester, no such test shall be given after May 1. (November, 1952)

During the ten calendar days prior to Reading Day in the fall semester and in the spring semester, no hourly tests shall be given unless announced during the first month of the semester. (May, 1970)

CLASS ATTENDANCE

STUDENTS

The regulations governing class attendance and absences are printed in the *University Catalog* and in the *Students' Handbook*. Instructors are requested to report to the Dean of Academic Advising any student who has been absent for three consecutive class meetings or who has been absent excessively. The Student Health Center, the Dean of Men, and the Dean of Women notify that office if they know it is necessary for a student to be absent. This information will be furnished to instructors by the Dean of Academic Advising upon request. Students should not be sent to the Student Health Center for explanations of absences from class, although faculty members may call to verify that a "health problem" did or did not exist and to get an estimate of the extent of disability. The individual diagnosis and other specific details will not be released without the written consent of the student.

FACULTY

Faculty members are requested to clear the matter of absences with their deans who shall be responsible to the administration. Deans will report to the Vice Chancellor for Academic Affairs when they are absent.

"In case an instructor is late for [to] his class, the students should wait ten minutes." (Faculty Council. April, 1933)

FACULTY-STUDENT RELATIONSHIPS

STUDENT LIFE AND WELFARE

The Dean of Students is responsible for the general welfare of the student. Recognizing the significance of co-curricular and non-academic living-learning experiences to the total educational process, the Dean of Students works with academic personnel in alleviating problems which deter the learning process. Faculty members, either as teachers or advisers, are encouraged to confer with the Dean of Students' staff concerning the welfare of students.

THE STUDENT GOVERNMENT ASSOCIATION

Authorized by the Board of Trustees and the Faculty, the Student Government Association is the University's way of implementing the idea that self-government is appropriate for mature students. Student Government represents a means through which students can share with the administration and the faculty the responsibility for creating and maintaining an atmosphere conducive to the total education of the student.

THE HONOR POLICY

Each student is responsible for upholding the highest standards of personal and academic integrity. These responsibilities to one's person and to the institution are carried out under the principles of the Honor Policy. Faculty members are encouraged to respect the students' responsibility to these principles, as stated in the *University Catalog* and the *Students' Handbook*. Honor violations should be referred to the Student Judicial Court.

RELEASE OF STUDENT INFORMATION

The information that is contained in a student's record is regarded as confidential and may only be released upon a student's request.

ENTERTAINING STUDENTS

Faculty will be reimbursed a small amount for the expenses involved in entertaining their students in their homes. Specific information may be obtained from the Office of the Vice Chancellor for Academic Affairs.

STUDENT SERVICES

THE DEAN OF ACADEMIC ADVISING coordinates and supervises the academic advising program with the assistance of faculty members

serving in the office as academic advisers on a part-time basis. Faculty may obtain assistance from this office on academic matters pertaining to undergraduates.

THE STUDENT HEALTH SERVICE requests the cooperation of the faculty in reporting to one of the physicians any student who appears to be in need of medical services, either physical or psychiatric. The Service requests that faculty not refer students to physicians in town as it is necessary that the University physician know whom the student is seeing and be in communication with the specialist seen.

THE STUDENT AID OFFICE encourages members of the faculty who learn of financial difficulties of students to refer those students to the Student Aid Office where aid is available in the form of scholarships, grants, long-term loans, and employment. Such aid is awarded on the basis of demonstrated financial need, academic achievement and potential, and evidence of good citizenship. Short-term loans are also available to students for emergency educational expenses.

THE PLACEMENT OFFICE, in cooperation with deans, department heads, and faculty members, assists students in the search for positions in fields appropriate to their training and interests. The office maintains files of faculty recommendations for the use of prospective employers.

THE COUNSELING AND TESTING CENTER offers both vocational counseling and personal counseling to individual students.

THE CONTINUING GUIDANCE CENTER is a counseling service for adult men and women who wish to begin, resume, enrich, supplement, or utilize their higher education after an interruption. Counseling, testing, employment and volunteer information, and other assistance are provided individually and through groups. Special non-credit courses, workshops, and seminars are offered. A child care project is sponsored to permit young mothers to engage in educational activities.

THE SPEECH AND HEARING CLINIC assists students with speech and hearing difficulties through consultation, diagnosis, and remedial help.

THE FOREIGN STUDENT ADVISER offers information needed by foreign students and assists in meeting the problems of federal, state, and local regulations.

CAMPUS MINISTERS are employed by five denominations, Baptist, Episcopal, Lutheran, Methodist, and Presbyterian, which also maintain houses near the campus. Faculty members frequently serve as advisers to the smaller student religious groups. They also partcipate in programs sponsored by the Interfaith Council.

COMMUNICATIONS

INFORMATION

The Telephone Operator can direct inquiries to the proper person or office (379-5378).

An Information Desk is maintained in Elliott Hall.

UNIVERSITY CALENDAR REGISTER

The official University Calendar Register is kept at the Reservations Desk in Elliott Hall where events for which faculty members have responsibility must be scheduled.

Faculty members who wish to reserve an auditorium or meeting room of any type will make arrangements with the person or department concerned before scheduling the event on the University Calendar. Dates and possible conflict should be checked.

If tentative dates are marked on the University Calendar, it becomes the obligation of the individual who has reserved them to remove, as soon as a date has been fixed, the unused dates so that they will be available for others.

Campus Calendar and Announcements, sent weekly to all faculty members, contains not only the official schedule for the following week but also announcements of general importance to the faculty. All announcements to be included must be sent in writing to the Reservations Desk of Elliott Hall before 9:00 a.m. on the Tuesday preceding the publication date.

CAMPUS MAIL

Mail is delivered in bulk to the University by the United States Post Office and, in turn, is distributed twice daily (Monday through Friday) by the Campus Mail Service. This service is also used for distribution of on-campus mail not requiring postage. Usually each faculty member has a private post office box in the building in which his office is located. In a few instances mail is delivered to the office of the dean. The campus mail service also picks up out-going mail. Bulk mailings may be metered, arrangements being made thorugh the Business Office.

TELEPHONES

There is campus service through the University switchboard on a twenty-four hour basis. While only in rare instance does a faculty member have a private telephone, ordinarily a telephone is located reasonably close to his office. General information regarding use of the University telephones will be found inside the cover of the University Directory, a copy of which is sent to each faculty member in the fall.

For use of the consolidated University "Telpak" intercity trunk lines, please consult the University of North Carolina classified Telpak Directory instructions, available in the office of each dean and department head.

BOOKSTORE

The University Bookstore is institutionally owned with profits going into a scholarship fund. Books and supplies are sold at prevailing retail prices. "No discounts shall be given on any purchase made in any of the campus stores of the Consolidated University by any student, faculty, or staff member, or any other person." (Consolidated University of North Carolina, Merchandising Policies and Practices and Regulations for Grants-in-Aid Awards, 1952. Number 5, page 7)

Textbook orders are placed by heads of departments, but the Bookstore will place special orders for faculty members for books or supplies.

Paper-bound books are stocked by the Bookstore to meet the demands for supplementary reading and to satisfy personal tastes. Faculty suggestions are welcome.

All requests for desk copies of textbooks should be sent to the publisher by the instructor of the course in which the book is being used as a required text since most publishers find it impractical to furnish desk copies through campus bookstores.

The University Bookstore handles rental of caps, gowns, and hoods. Faculty are given the opportunity to place orders each year.

DUPLICATING SERVICES

The Duplicating Department operates an offset printing and duplicating service. Faculty may use this facility for duplication of examinations, printing of monographs, or other similar work. The Duplicating Department will bill the appropriate department for all work which it performs. Service is limited to official University business.

The Library has available in selected areas two Xerox 720 and two Olivetti Coinfax copiers for the convenience of faculty and students. For a small charge per page duplicates can be made from bound volumes or single sheets.

MAINTENANCE AND JANITORIAL SERVICES

Regular janitorial and maintenance services are provided in all buildings. Special services and major repairs should be requested through deans who will channel the requests to the Physical Plant Office.

PART IV

PERSONAL INFORMATION

CULTURAL OPPORTUNITIES

ART EXHIBITIONS

The Weatherspoon Art Gallery, located in the north wing of McIver Building, provides for a program of exhibitions from the permanent Gallery Collection, from student works, and from special collections. Television programs originate in the Gallery and bring to a large audience the exhibitions of paintings, prints, sculpture and other objects.

The Weatherspoon Gallery Association has given support in the formation of a permanent collection of paintings, sculpture, textiles and prints by contemporary American and European artists and designers. The Women's Guild of the Weatherspoon Gallery Association maintains several programs related to and extending the activities of the gallery. Membership in the Guild is open to interested women who are members of the Gallery Association.

The Elliott Hall Gallery, located in the main lobby of the Student Union, shows the work of alumni and of local and regional artists.

DANCE

The University Dance Company performs classical Ballet and classical Modern as well as currently choreographed dances composed by well-known artists, the faculty, and students of dance. The University Dance Company gives two major performances a year and performs for other universities and for civic organizations in other cities.

FORUMS AND LECTURES

The Harriet Elliott Lectures in the Social Sciences, dealing with major problems of man and society, are given by persons who themselves have held positions of high responsibility. Usually held in the fall, the Lectures are planned and administered by a faculty-student committee. They have attracted wide support from alumni, from other colleges and universities, and from the general public.

The Kathleen Price Bryan Lectures, offered by the School of Business and Economics in conjunction with other divisions of the University and given by outstanding visiting scholars, are open to the public. They are made possible by an endowment established by Mrs. Joseph McKinley Bryan.

The Performing Artist Series: Tickets to programs in this series are available to faculty members at reduced rates when purchased in advance at the Elliott Hall Reservations Desk.

MOVIES

Movies (35mm) are shown in Aycock Auditorium on Saturdays at 8:00 p.m. whenever another type of program has not been scheduled for the Auditorium.

Movies (16mm) sponsored by Elliott Hall are frequently shown at 8:00 p.m. on Fridays in the Jarrell Lecture Hall and on Sundays in Cone Ballroom.

Foreign Language, Art, Historical, and other films are shown in Aycock Auditorium or the Jarrell Lecture Hall during the year and announced in *Campus Calendar and Announcements*. Faculty and their guests are welcome at all of these showings. Admission to Jarrell Lecture Hall movies is free; guest tickets for movies in Aycock and in Cone Ballroom may be purchased at the Elliott Hall Reservations Desk.

MUSIC

The University, under various auspices, offers more than one hundred public musical events each year, reflecting a variety of musical tastes and interests. All are open to the public, many of them without charge.

Programs are planned by the School of Music or in cooperation with other campus or civic organizations. Student organizations include five choruses, concert band, jazz ensemble, symphony orchestra, and chamber ensembles. Musical comedy and operas are presented in conjunction with the University Theatre. Faculty artists are frequently heard in solo and ensemble programs. Guest artists are presented in special programs featuring current or specialized areas, such as chamber music, avant-garde composition, electronic composition, and baroque or renaissance ensembles.

THEATRE

UNC-G Theatre sponsors three series of plays: major, studio, and thesis. Angel memberships as well as special-rate season tickets are available to faculty families each fall. The studio series has no admission charge.

Male members of the faculty are invited to participate as actors in University theatre productions.

Pixie Theatre for Young People is sponsored jointly by the Junior League of Greensboro and the University Theatre with the cooperation of the Greensboro and Guilford County School Systems. It produces a series of three plays each year for children. A membership drive is conducted each fall and admission to the plays is by membership only.

Parkway Playhouse is operated by the University Theatre at Burnsville, North Carolina as a regular part of its laboratory program. The all-student company augmented by occasional guest actors presents six plays in a seven-week period, usually opening around July 9 and performing Wednesday through Saturday nights at 8:30 p.m.

RECREATIONAL OPPORTUNITIES

GOLF COURSE

A nine-hole golf course located on the campus is available to faculty members. Regulations and permits to use the course may be secured from the Office of the Superintendent of Buildings and Grounds.

TENNIS COURTS

The courts may be used whenever they are not in use by students in the instructional or intramural programs.

SWIMMING POOL

The pool is open to faculty members at regularly scheduled times which are announced in the *Campus Calendar and Announcements*.

PINEY LAKE

The recreation center is located about six miles south of Greensboro. Forty-two acres of beautifully wooded land provide facilities which include two well-equipped houses, a large lake, a recreational hall, a crafts and hobby shop, a log cabin, playing areas, and a camp site complete with large dining hall and ten cabins. Faculty members and their guests may use these facilities.

THE FACULTY CENTER

The Faculty Center is located on College Avenue in the center of the academic area. The building is equipped with a snack area, a card room, a reading room, and a television viewing area. Daily newspapers and current magazines are provided for use in the Center.

ORGANIZATIONS

THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

Membership in the University of North Carolina at Greensboro Chapter is open to all faculty and librarians, with associate memberhips available to administrators, and junior memberships available to graduate assistants and graduate students, and memberships open to retired faculty members.

The major goal of the organization is to maintain and advance the ideals and standards of teaching and research in higher education. Some of the chief interests lie in such areas as academic freedom, professional ethics, economic status of the profession, quality intruction, faculty workload, and university governance.

The local chapter holds two meetings each semester centered around topics of importance to higher education in general and college teaching and research in particuar. It sponsors open meetings for the benefit of the entire campus and plays an active role in both state and national activities of the Association.

FACULTY WIVES CLUB

The object of the Club is to provide a contact for faculty wives with the University, including wives of visiting instructional staff. The wives of retired or deceased faculty members automatically become honorary members and have all the privileges of active membership except the payment of dues.

The Club offers a variety of interest groups to its members including a Newcomers Group designed to welcome new members and to assist newcomers in learning about the University and the Greensboro area. The Club has established the Faculty Wives Memorial Scholarship Fund and maintains the Katheranie Mavity Loan Fund which provides for small emergency loans to students.

OPPORTUNITIES FOR CHILDREN

The Nursery School is a part of the School of Home Economics. The purposes of the Nursery School program are to provide a laboratory in which college students may observe and work with infants, toddlers, two-year-olds, and pre-kindergarten children and their parents; to provide an environment in which research may be conducted concerned with the young child's growth and development; to supplement home experiences so that the child may develop physically, mentally, socially, and emotionally; and to increase parental understanding of their children through observations and by individual and group conferences with qualified personnel.

A brochure, describing in detail the Nursery School programs and policies, is available. Further information may be obtained from the Director, Nursery School, School of Home Economics.

A Nursery Center is operated by the Institute for Child and Family Development as part of a research and demonstration project relating to care of infants and toddlers in groups. The Nursery provides all-day care for very young children of employed mothers. Thirty children are enrolled, ages three months through three years. Fees are charged on a sliding scale according to parents' ability to pay. For information, contact the Director of the Nursery Center.

An Experimental Kindergarten and Children's Laboratory for the study of the behavior of four- and five-year old children is also operated by the Institute. The Kindergarten is open from 7:30 a.m. to 5:30 p.m. It has

a maximum capacity of 12 children, most of whom remain in the kindergarten for two years. Only four-year-olds who enter with a reasonable assurance from the parents of the child's remaining until age six and who require all-day care can be accepted. A limited number of spaces for new four-year-olds become available each year. Fees are charged on a sliding scale depending on family income and size. Make inquiries and obtain application forms from the Director of the Institute.

The Continuing Education Child Care Project is available for part-time care of pre-schoolers over age three. This is designed to permit young mothers to take courses or engage in other personal growth activities. For information contact the Continuing Education Guidance Center.

Piney Lake Day Camp is operated during the summer by the School of Health, Physical Education, and Recreation for boys and girls six to eight years old. Children of summer school students, UNC-G faculty, staff, and community may enroll. Additional information may be obtained from the Office of the School.

TRAFFIC AND PARKING

The traffic and parking regulations for the campus meet all requirements of State law and have the effect of ordinances.

PARKING LOTS AND PERMITS

In the vicinities of classroom buildings lots are designated "A" and "C" parking. "A" lots are for faculty members, administrative officers, and staff. "C"" lots are for commuting students. The parking lots in the vicinities of dormitories are designated for "B" parking and are primarily for resident students.

Parking permits are obtained from the Business Office upon registration of the vehicle(s) and are renewable at the beginning of each academic year. A summary of parking regulations is issued with each parking permit.

RECIPROCITY WITH OTHER CAMPUSES OF THE UNIVERSITY

By a cooperative arrangement with other campuses of the University, anyone from this campus who has an "A" parking permit may park in the regular faculty-assigned spaces on those campuses. Likewise, faculty parking permits for those campuses will be honored on this campus.

SERVICES

FOOD SERVICE

Mary Frances Stone Building:

The cafeteria, which is the laboratory for the Food Service Manage-

ment majors, is open to all persons on campus for the luncheon meal only, Monday through Friday.

Space arrangements for special luncheon group meetings may be made through the Director of the Cafeteria.

Elliott Hall:

a. **The Soda Shop** provides grill facilities and a limited menu with cafeteria-style service.

b. **The University Restaurant** provides table service and a more selective menu. The Dogwood Room in the University Restaurant may be reserved for group meals.

c. **The Robot Room** provides service from vending machines.

University Dining Halls:

The University Cafeteria features selected menus for students, faculty members, and their guests during the regularly scheduled hours of operation.

HEALTH SERVICE

First Aid

For any injuries sustained on the campus, treatment will be rendered. Should hospitalization be required, temporary arrangements may be made by the Health Center staff until hospital accommodations can be secured. There will be no charge for such service if the injured employee is covered under the Workmen's Compensation Act.

Out-Patient Treatment

Routine out-patient diagnosis and treatment is not available to faculty members at the Health Center. However, the Health Center staff will always be happy to assist in any way possible during times of emergency.

Hypodermics

When a staff member's work schedule makes it inconvenient to visit a physician, hypodermic injections prescribed by the family physician may, on written request from him, be given at the Health Center if such medication is available. In each case the appropriate fee will be charged.

LAUNDRY SERVICE

University employees are permitted to use the services of the University laundry. Details may be secured from the laundry manager.

APPENDIX

THE INSTRUMENT OF GOVERNMENT

(Adopted by Faculty Council. April, 1959. Revisions, proposed by Committee on Faculty Government and passed by Faculty Council through May, 1971, are incorporated.)

SECTION I

INTRODUCTORY STATEMENT

The Faculty of the University of North Carolina at Greensboro, as hereinafter defined, expresses itself in action in various ways, some of which are "academic" in nature and others "administrative." These areas of activity, being by nature ill-defined and overlapping, both as to the personnel involved and the specifics included, give rise to some confusion and on occasion duplication of effort. To the end that the educative processes of whatsoever nature progress smoothly, effectively, and harmoniously; and with full knowledge that local procedures must be compatible with acts of the Legislature, rulings of the Board of Trustees, and the principles and rules established for the University as a whole, this Faculty accepts for its guidance the following Instrument of Government.

SECTION II

THE GENERAL FACULTY

A. Basic Functions

The designation of "The General Faculty" of the University of North Carolina at Greensboro shall apply to those groups of college personnel who may be called upon to function as a single group on activities of a general social, cultural, or welfare nature relating to the college community.

B. Methods of Operation

1. The Chancellor, or some other member of the General Faculty designated by him, shall act as chairman. Meetings may be called at his discretion.

2. The membership of the General Faculty may be used, at the discretion of the Chancellor, as the designated group to whom notices or other communications may be transmitted.

C. Composition and Organization

1. The General Faculty shall be composed of the following groups listed under the caption THE FACULTY in the official bulletin of the University of North Carolina at Greensboro:

Officers of Administration
Officers of Instruction and Emeriti
Academic Advisers
Library Staff
Counselors in Residence Halls
Other Staff

2. The Chancellor may add other groups or categories of personnel as in his discretion such groups should be included.

SECTION III

THE FACULTY COUNCIL

A. Basic Functions

The Faculty Council of the University of North Carolina at Greensboro shall be the legislative body of the Faculty. The Faculty Council shall work to maintain and promote high educational standards at the University and the welfare of all members of the Faculty and the student body.

B. Duties and Responsibilities

In carrying out the basic functions, the Faculty Council shall:

1. Appove academic requirements for undergraduate degrees.
2. Prescribe rules governing the conditions under which the instruction of students takes place, such as class attendance, examinations and reading day.
3. Work with the members of the Administration to maintain satisfactory standards for admission of students and their continued attendance.
4. Recommend the establishment of new degrees.
5. Recommend persons for honorary degrees.
6. Advise and counsel with the Administration upon any matters which the Administration may wish to present; take action upon any matters presented by the Administration when such is appropriate.
7. Discuss any matters falling within its basic functions, and make pertinent recommendations.
8. Take cognizance of Faculty morale; promote professional improvement and the welfare of the Faculty.

C. Authority

The Council has control over its own membership and voting privileges.

SECTION IV

BYLAWS FOR THE GUIDANCE OF THE FACULTY COUNCIL

A. **Methods of Operation**

1. The Council shall determine the time, place, and date of its meetings. There shall be not fewer than three regular meetings in each semester of the school year. Special meetings may be called at the discretion of the Chancellor or at the request of a majority of the elected members of the Committee on Academic Policies. (Since 1950 the regular meeting time for the Faculty Council has been the third Tuesday of the month.)

2. The Chancellor, or some other member of the Faculty designated by him, shall preside.

3. The Faculty Council shall elect, at the appropriate May meeting, a secretary from the membership of the Council for a term of three years. Nominating procedures shall be in accordance with the procedures set forth in Section X, Sub-Section D, Item 1, of this document. The elections shall conform with definitions and procedures set forth in Section X of this document. The secretary shall prepare full minutes of all meetings and actions of the Council. He shall deposit these records with the Registrar, who shall be their custodian.

4. The Council shall elect members to the Committee on Academic Policies, to the Curriculum Committee, to the Committee on Due Process, and to other committees as prescribed or required.

5. The Council may create committees of its own for the promotion of its basic functions.

6. Standing committees dealing with academic affairs shall report annually to the Council. These reports shall be submitted in writing, in such detail as each committee deems advisable. They shall be distributed to Council members.

   The following committees should report:

   Academic and Personnel (Renamed Academic Appeals Committee)
   Academic Policies
   Calendar
   Curriculum
   Honors Work
   Television Programming

7. Robert's *Rules of Order* shall be observed in the conduct of Faculty Council business.

8. There shall be no absentee or proxy voting.

9. The President and Vice President of the Student Government Association shall have gallery privileges at all meetings of the Faculty Council except when the Council goes into executive session.
10. Student members of committees shall have gallery privileges at the Faculty Council meetings during the time the committee reports are under consideration by the Council. Student members of committees may not be present if the Council votes to consider the committee reports in executive session.
11. The Faculty Council may go into executive session at any meeting by a majority vote of the Council. Only members of the General Faculty may be present when the Council is in executive session.

B. **Composition**

The membership of the Faculty Council shall consist of the following:

1. The President of the University, the Vice President for Academic Affairs, the Chancellor, the Vice Chancellor for Academic Affairs, the Dean of the Graduate School, the Dean of Arts and Sciences, the Director of Extension, the Registrar, the Director of Admissions, the Dean of Students, the Dean of Women, the Dean of Men, the University Physician, the Dean of Student Services, the Director of the Library, Dean of Academic Advising, and the Administrative officers with the rank of professor, associate professor, or assistant professor—all with voting privilege.
2. Faculty members with the rank of professor, associate professor, assistant professor, instructor or lecturer—all with voting privilege.
3. Faculty members who are appointed with part-time status, teaching courses carrying at least six credit hours, with the privilege of voting after two years of Council membership.
4. Members of the Library staff with the title of librarian, with the privilege of voting as designated for instructors.
5. Other members of the General Faculty who work directly with students—without voting privilege.

SECTION V

THE ELECTIONS COMMITTEE

A. **Composition**

There shall be an elections committee composed of three members of the Faculty Council appointed by the Chancellor.

B. **Function**

It shall be the duty of this committee to determine the eligibility of all candidates in accordance with the provisions set forth in this document, to prepare petition forms and ballots, to provide the Faculty Council prior to an election with pertinent information, to superintend the mechanics of the election, and to safeguard the integrity of the ballot.

C. **Definitions and Election Procedures**

All Faculty Council elections shall be subject to the following definitions and procedures.

1. Definitions
   a. A quorum shall consist of the voting members of the Faculty Council present.
   b. A valid ballot is one on which the number of votes cast is the number of vacancies to be filled.
   c. A simple majority of valid ballots is necessary for an election. A simple majority is more than one-half of the valid ballots cast.

2. Procedures for election
   a. First Ballot
      (1) If the number of candidates who receive a simple majority on the first ballot is the same as the number to be elected, such candidates shall be declared elected.
      (2) If the number receiving a simple majority exceeds the number to be elected, the candidates with the greatest number of votes shall be declared elected.
      (3) If two or more candidates receiving a simple majority are tied and cannot be declared elected because the number thus elected would exceed the number to be elected, a second ballot shall be offered composed of these candidates.
      (4) If the number of candidates receiving a simple majority is less than the number to be elected, those receiving a simple majority shall be declared elected. In this event a second ballot composed of the number of candidates equal to twice the number yet to be elected shall be offered from the group of non-elected candidates who received the greatest number of votes on the immediately preceding ballot. If one of the candidates with a tied vote is necessary to provide the required number of candidates on the second ballot, all candidates tied with that one shall be included on this ballot.

   b. Additional ballots
      On each additional ballot declaration of election shall follow the plan described in (a) above.

SECTION VI

THE CURRICULUM COMMITTEE

A. **Basic Functions**

The Curriculum Committee shall be the agency of the University devoted to the study of undergraduate curriculum suggestions and curriculum problems. It is conceived of as an agency capable of carrying such curricular responsibilities as are held jointly by the Administration and the Faculty.

As an agency of the Faculty Council, it is expected to study and to settle many matters of minor importance, reserving the right to present its decisions and reasoning to the larger body at appropriate times when such action is not mandatory. Its basic functions include the following:

1. To approve the introduction of new courses.
2. To evaluate the courses and programs for new majors and degrees and to report to the Faculty Council with recommendations for action.
3. To study suggestions for changes in degree requirements and to report findings to the Faculty Council, with recommendation for action.
4. To study the relationships of the various fields on instruction, ways of making these relationships more readily discernible, and to make suggestions for accomplishing these ends.
5. To initiate steps leading to reduction of duplication of content in existing courses.
6. To approve a change in the grade or level of an existing course or in the credit hours assigned to it.

B. **Other Duties and Powers**

1. To study the effect of the withdrawal of courses or of the failure to offer courses and to report the findings to the appropriate department or school.
2. To review prerequisites for courses that meet the general requirements for a degree as distinguished from courses meeting requirements for the major.
3. To review prerequisites for courses that meet the specific requirements for a North Carolina teaching certificate as distinguished from courses meeting requirements for a teaching field.
4. To recognize the Student Advisory Curriculum Committee as previously authorized and constituted, and to see that its recommendations are placed before the appropriate bodies for consideration.

C. **Reservations**

In general, the tasks and responsibilities connected with curriculum changes and not expressly covered in the statement above are reserved to the departments and the schools or to other specified agencies. In this list are:

1. Changes in the content or teaching method of established courses growing out of the desire of the Faculty to experiment or of the natural development of the discipline in question. This reservation does not include changes in course content which make the existing course title inappropriate or which cannot be accommodated under the existing title.
2. The arrangement of courses in the major sequence.
3. Authority over graduate offerings and graduate curricula. This is vested in the Administative Board of the Graduate School. But new courses open both to graduates and advanced undergraduates must be approved by the Curriculum Committee and by the Administrative Board of the Graduate School.

D. **Right of Appeal**

1. The Curriculum Committee shall grant the privilege of appeal from its decisions:

   a. When a proposal for a new course has been rejected for reasons other than its apparent duplication of content with courses already authorized.

   b. When a proposal for a change in degree requirements has been rejected. OR

   c. When a proposal for a new degree has been rejected; provided that in the case of any one of the above instances the rejected proposal has received affirmative votes by as many as three members of the Curriculum Committee.

2. The procedure in the case of appeal shall be as follows:

   a. At a meeting of the Curriculum Committee subsequent to the one at which decision 1, a, b, or c, above, has been reached, the sponsor or sponsors of the proposal in question shall appear before the Curriculum Committee and request the granting of an appeal. If from the discussion it appears that the issue cannot be settled by further negotiation, and if the provision that the rejected proposal must receive at least three affirmative votes has been satisfied, the chairman of the Curriculum Committee must grant the request for an appeal to the Faculty Council.

   b. The sponsor or sponsors of the proposal that has been rejected shall represent the affirmative before the Faculty Council and support motions for the adoption of the proposal. The chairman of the Curriculum Committee, or members designated by him, shall state the reasons for the original action of the Committee and represent the negative side of the issue.

   c. The Chairman of the Curriculum Committee and the sponsor of the proposal coming up on appeal shall act together in presenting to Council members such written information in regard to the proposal as may be appropriate. Action on the appeal must be held over to a Council meeting subsquent to the one when information regarding the proposal has been distributed.

SECTION VII

BYLAWS GOVERNING THE CURRICULUM COMMITTEE

A. **Composition**

The Curriculum Committee shall consist of eleven members, nine elected and two *ex officio*. The *ex officio* members shall consist of the Dean of the Faculty with voting power, and the Registrar, without voting power. The Committee shall elect annually its own chairman

and secretary. The elected members shall be chosen by the Faculty Council for terms of three years. It is suggested that in choosing members some thought be given to a balance among these areas: humanities, natural sciences, social sciences, and professional specializations.

B. **Nominating Procedure**

Before March 31 of every year each department or school offering undergraduate instruction that has no member on the Committee with an unexpired term shall meet and select a candidate who has been a member of the Faculty Council for at least one academic year. A member of the department or school whose term on the Curriculum Committee is expiring may again be nominated, except that a person who has served on the Committee for two consecutive three-year terms will be ineligible for the election following his six-year term of service. Those departments with only one voting member of the Faculty Council shall have that member automatically presented as a candidate subject to the restrictions above, unless he requests that his name *not* be placed in nomination.

Each department or school shall submit in writing its nominee to the Committee on Elections. These nominations must be received by the Committee on Elections not later than April 1. Two weeks before the April meeting of the Faculty Council each year, the Committee on Elections shall report in writing to the members of the Faculty Council the names of those who have been nominated and provide such other information about terms, balloting, and the like, as may be needed.

C. **Effect of Insufficient Valid Nominations**

1. When the Committee on Elections has not received a sufficient number of valid nominations to fill the number of vacancies, the election shall be postponed until the next date provided in the Instrument of Government for the election of members of the Curriculum Committee.

2. The members of the Curriculum Committee whose terms were to expire shall continue as members until a valid election can be held in accordance with the provisions of the Instrument.

D. **Election Procedure**

At the April meeting of the Faculty Council, the Committee on Elections shall present a ballot and conduct an election in conformity with the definitions and procedures set forth in Section V of this document.

E. **Effect of Temporary Withdrawal of Duly Elected Member of the Committee**

If a duly elected member of the Committee shall temporarily withdraw from the Committee because of illness, leave of absence or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the said member shall have resumed his Committee duties or his term has expired.

F. **Effect of Permanent Withdrawal of a Duly Elected Member of the Committee**

If a duly elected member of the Committee shall permanently withdraw from the Committee because of resignation from the faculty, death or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the next regular election for this Committee, at which time a member shall be elected to fill the unexpired term or portion thereof.

G. **Procedure for Forming the First Committee**

The First Curriculum Committee under this plan shall consist of three members to be chosen by the existing Curriculum Committee and six members to be chosen by the Faculty Council. The existing Curriculum Committee shall choose from its present membership one person to serve for two years and two persons to serve for one year. Such choices are to be exercised without restriction as to period of service on the existing Committee.

The Faculty Council shall elect three persons to serve three years, two to serve two years, and one to serve one year. Members of each Curriculum Committee shall hold office and perform the functions of the Curriculum Committee as outlined above until their successors have been elected.

H. **Duties of the Secretary**

1. The secretary shall prepare and file for convenient reference the minutes of the proceedings of the Committee.

2. The secretary shall keep the departments and schools informed of the work of the Committee by providing the chairmen and the deans with agenda of pending meetings, insofar as that is possible, and with a digest of the minutes of the proceedings.

SECTION VIII

THE COMMITTEE ON ACADEMIC POLICIES

The Committee on Academic Policies shall consist of the Chancellor, nine members of the teaching and research faculty to be elected by the Faculty Council, and three officers of the Administration.

A. **Functions**

The Committee shall have no executive functions. It shall be a deliberative body to advise the Chancellor concerning the formulation of academic policies and procedures. In the discharge of this responsibility, the Committee shall be particularly concerned with such matters as the following:

1. Policies and procedures pertaining to appointments, promotions, tenure, and faculty development.

2. Determining the feasibility of establising or discontinuing major or degree programs.

3. Extension of University services to the community as such relate to instruction, e.g., the educational TV program.

4. Initiating consideration of matters that are properly within the scope of educational policy.

5. Establishing and providing for studies likely to illuminate educational policy.

6. Electing annually from its teaching members a subcommittee to review recommendations for promotion. The purpose of this subcommittee is to assure Faculty counsel at the point where recommendations from Administrative officers have been completed, and, on occasion, to initiate consideration of Faculty members at this point who are worthy of promotion, but always with the understanding that the function of the subcommittee is advisory.

SECTION IX

BYLAWS GOVERNING THE COMMITTEE ON ACADEMIC POLICIES

A. **Officers**

The Chancellor shall be the chairman; in his absence, a vice-chairman elected by the Committee shall preside. The vice-chairman and a secretary shall be elected for terms of one year.

B. **Meetings**

The Committee shall hold regular meetings once each month during the academic year. Special meetings shall be called whenever circumstances require.

C. **Terms of Office**

The term of office for the elected members shall be for three years, with one-third elected annually at the May meeting of the Faculty Council. The term of office for the officers of the Administration shall be for one year, and these members shall be appointed by the Chancellor.

D. **Nominating and Election Procedure**

1. Nomination for the Committee on Academic Policies shall be by petition, meeting the following conditions:

   a. Each person so nominated must have given his prior consent.

   b. Each petition must have been signed by at least five voting members of the Faculty Council.

   c. Petitions must be received by the Committee on Elections at least ten days before the date of the election.

   d. Elected members may not be renominated until one year after the expiration of their terms of office.

c. At least five days before the date of the election, the Committee on Elections shall mail each member of the Faculty Council a list of those nominated, and provide such other information about terms, balloting, and the like, as may be needed.

2. Effect of Insufficient Valid Nominations

   a. When the Committee on Elections has not received a sufficient number of valid nominations to fill the number of vacancies, the election shall be postponed until the next date provided in the Instrument of Government for the election of members of the Committee on Academic Policies.

   b. The members of the Committee on Academic Policies whose terms were to expire shall continue as members until a valid election can be held in accordance with the provisions of this Instrument.

3. Procedure for elections shall be as follows: At the May meeting of the Faculty Council, the Committee on Elections shall present a ballot and conduct an election in conformity with the definitions and procedures set forth in Section V of this document.

4. Effect of Temporary Withdrawal of Duly Elected Member of the Committee

   If a duly elected member of the Committee shall temporarily withdraw from the Committee because of illness, leave of absence or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the said member shall have resumed his Committee duties or his term has expired.

5. Effect of Permanent Withdrawal of a Duly Elected Member of the Committee

   If a duly elected member of the Committee shall permanently withdraw from the Committee because of resignation from the Faculty, death or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the next regular election for this Committee, at which time a member shall be elected to fill the unexpired term or portion thereof.

E. **Procedure for Forming the First Committee**

For the first Committee on Academic Policies, three members of the teaching and research faculty shall be elected for a regular term; three members for a term of two years; and three members for a term of one year.

Nomination of candidates for the nine places shall be made as has been outlined above.

In the first election the first three candidates to receive a majority of all votes cast shall be declared elected for terms of three years. Like procedure shall be used in deciding the terms of the remaining candidates to be elected.

SECTION X

THE COMMITTEE ON DUE PROCESS

A. Function

It shall be the function of the Committee on Due Process to receive evidence, conduct hearings and render judgment on appeals from administrative decisions involving tenure.

B. Composition

The Committee on Due Process shall consist of five members of the teaching and research faculty with full professorial rank, elected by the Faculty Council.

C. Term of Office

The term of office shall be five years, with one member elected annually at the December meeting of the Faculty Council. The term of office shall begin on January 1.

D. Nominating and Election Procedure

1. Nomination for the Committee on Due Process shall be by petition, meeting the following conditions:
   a. Each person so nominated must have given his prior consent.
   b. Membership on other committees should not prevent nomination to this committee.
   c. Each petition must have been signed by at least five voting members of the Faculty Council.
   d. Petitions must be received by the Committee on Elections at least ten days before the date of the election.
   e. Members may be renominated at the expiration of their terms of office.
   f. At least five days before the date of the election, the Committee on Elections shall mail each member of the Faculty Council a list of those nominated, and provide such other information about terms, balloting, and the like as may be needed.
2. Effect of Insufficient Valid Nominations
   a. When the Committee on Elections has not received a sufficient number of valid nominations to fill the number of vacancies, the election shall be postponed until the next date provided in the Instrument of Government for the election of the members of the Committee on Due Process.
   b. The member of the Committee whose term was to expire shall continue as member until a valid election can be held in accordance with the terms of this Instrument.
3. Procedure for elections shall be as follows:
   At the December meeting of the Faculty Council, the Committee on Elections shall present a ballot and conduct an election in con-

formity with the definitions and procedures set forth in Section V of this document.

4. Effect of Temporary Withdrawal of Duly Elected Member of the Committee

   If a duly elected member of the Committee shall temporarily withdraw from the Committee because of illness, leave of absence or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the said member shall have resumed his duties or his term has expired.

5. Effect of Permanent Withdrawal of a Duly Elected Member of the Committee

   If a duly elected member of the Committee shall permanently withdraw from the Committee bcause of resignation from the Faculty, death or other cause, the Committee may in its discretion fill this vacancy by an appointment to continue until the next regular election for this Committee, at which time a member shall be elected to fill the unexpired term or portion thereof.

E. **Procedure for Forming the First Committee**

In the first election, the candidate who first receives the highest number of votes over a majority shall be elected for a term of four years. The Candidates to be elected for terms of three years, two years and one year shall be selected in like manner.

SECTION XI

REPEAL OF ACTIONS IN CONFLICT

All prior actions and precedents in force at the University of North Carolina at Greensboro which are in conflict with this document as accepted by the various parties to the agreement are hereby repealed. Actions and precedents in force which are not in conflict with this document are not affected by it.

SECTION XII

AMENDMENTS

Subject to the powers of the Board of Trustees, the President and the Chancellor, the Faculty Council of the University of North Carolina at Greensboro enacts the legislation in this Instrument of Government. This Instrument may be amended at any regular meeting of the Faculty Council by a two-thirds vote of the members present, provided the amendment was submitted in writing at the previous regular meeting by the Committee on Faculty Government. If the Committee on Faculty Government declines to sponsor an amendment brought to it by a member of the Faculty Council that member may submit the amendment in writing directly to the Faculty Council at a regular meeting, provided he has secured the signatures of ten voting members who endorse the amendment.

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